

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 571****1 MAY 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 May 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 12-13(E)/MAP 15-13(E) -- Government Meal is not a Deductible Meal**. Clarifies that an organization cannot provide TDY members a Government meal in a Government mess/dining facility at no charge and order it used as a deductible meal Essential Station Messing (ESM). Affects par. C4554-B3.

**CAP 21-13(E) -- Clarify Employee Status**. Clarifies that an employee must be in a duty status for a funded travel order to be issued. Affects par. C1000-D.

**CAP 27-13(I)/MAP 26-13(I) -- Correct Reference and Replace JFTR/JTR Designator "U" or "C"**. Corrects reference in JTR, par. C4730-B2 and replaces JFTR/JTR designator "U" or "C" where appropriate. Affects pars. C1110-B, C4555-D, and C4730-B2.

**CAP 29-13(I) -- Correct References and Hyperlinks to DoDI 1400.25**. Corrects references and hyperlinks to DoDI 1400.25. Affects pars. C5030-A, NOTE 1, C5080-A2d(2), C5216-C3b, C5630, C6000-C1, C7550-J, C7620, C7700-M, C7750-B6, C7750-F1b, and C7750-F4a.

**CAP 30-13(I) -- SIT HHG Extension**. GSA memo of 27 February 2013 extends PDTATAC SIT HHG extension waiver authority to 31 March 2014 for eligible DoD civilian employees who meet par. C5191 requirements. Other administrative changes made are (1) inserts FTR authority, (2) hyperlink change in par. C5191-D, and (3) clarify the two separate SIT HHG storage periods that are based on CONUS (150 days) or OCONUS (180 days) PCS travel authorization. The authority does not apply to TCS (long-term TDY) travel authorization. Affects par. C5191.

**CAP 31-13(I)/MAP 29-13(I) -- Evacuation Allowances Updates**. Updates the issuance date and title of [DoDD 3025.14](#). Corrects [DoD 7000.14-R](#) web hyperlink and 37 USC §475a replaced 37 USC §405a. Affects par. C6005-B5.

**CAP 32-13(I)/MAP 30-13(I) -- Updates DoD Components and Combatant Command Definitions.** Updates DoD components chart and Combatant Commands definition in JFTR/JTR (APP A1) to reflect the previous BRAC NDAA changes that eliminated or realigned certain DoD components within other Agencies.

**CAP 33-13(I)/MAP 31-13(I) -- Add Chief, National Guard Bureau to List of Dignitaries.** Adds Chief, National Guard Bureau to the JFTR/JTR list of dignitaries that may warrant AEA when a traveler is directed to travel with the dignitary. Affects par. C4608-B.

**CAP 34-13(I)/MAP 33-13(I) -- Commuted Rate Definition.** Updates JFTR/JTR (APP A1) commuted rate definition with the correct GSA hyperlinks to obtain HHG commuted rate information and rates.

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

**CHANGE 571**

**1 MAY 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 C	557	557	557	557	557	557	557	557	557	557	557	557	557	557
Part D	570	570	556	556	556	556	556	556	556	556	556	556	556	556
Part E	556	556	556	556	556	556	556	556	556	556	556	556	556	556
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Part B	566	566	566	566	566	566	564	564	562	562	559	559	559	558
Part C	565	565	565	565	565	565	565	561	561	561	561	560	559	558
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	564	564	564	564	564	564	564	564	558	558	558	558	558	558
Part F	563	563	563	563	563	563	563	563	563	558	558	558	558	558
Part G	566	566	566	566	566	566	558	558	558	558	558	558	558	558
Part H	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part I	568	568	568	568	567	560	560	560	560	560	560	560	558	558
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part L	558	558	558	558	558	558	558	558	558	558	558	558	558	558
<b>Chapter 3</b>														
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Part A2	570	570	566	566	566	566	562	562	562	562	561	558	558	558
Part B	566	566	566	566	566	566	564	564	558	558	558	558	558	558
Part C	566	566	566	566	566	566	565	558	558	558	558	558	558	558
Part D	570	570	566	566	566	566	565	558	558	558	558	558	558	558
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	570	570	566	566	566	566	561	561	561	561	561	558	558	558
Part G	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part H	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
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Part C	571	568	568	568	560	560	560	560	560	560	560	560	559	556
Part D	553	553	553	553	553	553	553	553	553	553	553	553	553	553
Part E	568	568	568	568	560	560	560	560	560	560	560	560	546	546
Part F	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part G	553	553	553	553	553	553	553	553	553	553	553	553	553	553
Part H	571	570	569	568	566	566	565	564	562	562	560	560	558	558
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Part C1	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part C2	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part C3	565	565	565	565	565	565	565	558	558	558	558	558	558	558
Part C4	555	555	555	555	555	555	555	555	555	555	555	555	555	555
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Part D1	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part D2	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part D3	563	563	563	563	563	563	563	563	563	563	556	556	556	556
Part D4	571	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E1	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part E2	571	564	564	564	564	564	564	564	558	558	558	558	558	558
Part E3	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part F	559	559	559	559	559	559	559	559	559	559	559	559	559	556
Part G	564	564	564	564	564	564	564	564	563	558	558	558	558	558
Part H1	569	569	569	556	556	556	556	556	556	556	556	556	556	556
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	558	558	558
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	571	551	551	551	551	551	551	551	551	551	551	551	551	551
Part M	571	558	558	558	558	558	558	558	558	558	558	558	558	558
Part N	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part O	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part P1	565	565	565	565	565	565	565	556	556	556	556	556	556	556
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
Part Q1	551	551	551	551	551	551	551	551	551	551	551	551	551	551
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Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
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Part C3	563	563	563	563	563	563	563	563	563	563	546	546	546	546
Part C4	542	542	542	542	542	542	542	542	542	542	542	542	542	542
Part C5	569	569	569	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
Part E	570	570												
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TOC	562	562	562	562	562	562	562	562	562	562	554	554	554	554
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Part B	567	567	567	567	567	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	567	567	567	560	560	560	560	560	560	560	546	546
Part E	560	560	560	560	560	560	560	560	560	560	560	560	547	547
Part F	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part G	567	567	567	567	567	560	560	560	560	560	560	560	557	557
Part H	567	567	567	567	567	557	557	557	557	557	557	557	557	557
Part I	567	567	567	567	567	560	560	560	560	560	560	560	559	548
Part J	567	567	567	567	567	546	546	546	546	546	546	546	546	546
Part K	567	567	567	567	567	560	560	560	560	560	560	560	548	548
Part L	571	567	567	567	567	560	560	560	560	560	560	560	548	548
Part M	571	567	567	567	567	562	562	562	562	562	560	560	540	540
Part N	571	567	567	567	567	560	560	560	560	560	560	560	548	548
Part O	571	567	567	567	567	566	560	560	560	560	560	560	556	556
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	560	560	560	540	540
Part R	567	567	567	567	567	534	534	534	534	534	534	534	534	534
Part S	537	537	537	537	537	537	537	537	537	537	537	537	537	537
Part T	534	534	534	534	534	534	534	534	534	534	534	534	534	534
Part U	567	567	567	567	567	534	534	534	534	534	534	534	534	534
Part V	536	536	536	536	536	536	536	536	536	536	536	536	536	536
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Part 2	571	569	569	568	562	562	562	562	562	562	551	551	551	551
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TOC	560	560	560	560	560	560	560	560	560	560	560	560	520	520
Part 1	570	570	560	560	560	560	560	560	560	560	560	560	557	557
Part 2	570	570	568	568	560	560	560	560	560	560	560	560	551	551
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	557	557
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Part 1	562	562	562	562	562	562	562	562	562	562	559	559	559	557
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
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TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 1	540	540	540	540	540	540	540	540	540	540	540	540	540	540
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Part 2B	570	570	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	570	570	543	543	543	543	543	543	543	543	543	543	543	543
Part 3B	562	562	562	562	562	562	562	562	562	562	546	546	546	546
Part 3C	570	570												
Part 4A	559	559	559	559	559	559	559	559	559	559	559	559	559	540

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Part 4B	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 4C	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 5A	570	570	543	543	543	543	543	543	543	543	543	543	543	543
Part 5B	570	570	543	543	543	543	543	543	543	543	543	543	543	543
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Part 1	570	570	551	551	551	551	551	551	551	551	551	551	551	551
Part 2	570	570	558	558	558	558	558	558	558	558	558	558	558	558
Part 3	570	570	566	566	566	566	551	551	551	551	551	551	551	551
Part 4	570	570	551	551	551	551	551	551	551	551	551	551	551	551
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Part 1	570	570	541	541	541	541	541	541	541	541	541	541	541	541
Part 2	570	570	556	556	556	556	556	556	556	556	556	556	556	556
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Part3	563	563	563	563	563	563	563	563	563	563	562	554	554	554
Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
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Part 1	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part 2	570	570	568	568	557	557	557	557	557	557	557	557	557	557
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## PART A: ADMINISTRATION AND GENERAL PROCEDURES

### C1000 APPLICATION

A. Personnel Covered. The JTR applies to:

1. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;
2. Dependent(s) of an employee/individual covered by JTR (unless eligible for separate Allowances);
3. A civilian official and/or employee of another GOV'T department and/or AGENCY who performs an official assignment for and at DoD's expense;
4. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
5. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
6. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
7. A National Guard technician employed pursuant to [32 USC §709](#);
8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T;
9. A new appointee to the SES, and
10. Certain Presidential appointees.

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

1. A Uniformed Service member;
2. Dependent(s) of an individual /employee covered by the JFTR;
3. A NAF official and/or employee traveling on NAF business (JTR may be adopted and interpreted by NAF activities for NAF employees.);
4. A contractor's representative and/or contractor's employee under a contract with DoD;
5. A DoD employee appointed under [22 USC §2385\(d\)](#); or
6. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD AGENCY and who is subject to the funding AGENCY's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America' always applies to DoD personnel).

C. Statutory Regulations. JTR:

1. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at GOV'T expense.
2. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the GOV'T

1. The JTR:

a. Addresses allowances paid/reimbursed by the GOV'T, and

\*b. Does *not* address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See DoDI 1400.25, Vol. 630 and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

3. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C5025 for policy on travel at GOV'T expense.

4. Employee Status

\*a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.

\*b. For a funded order to be issued, the employee must be in a duty status., An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

c. If the employee is in a leave/other non-duty status, a travel order must *not* be issued.

5. Travel Documentation. Travel documentation provided to the traveler must indicate all of the following:

a. Travel is at the traveler's request.

b. Attendance at the event is in the DoD's interest.

c. Travel is at no expense to the GOV'T (i.e., no accounting information may be placed on the travel authorization).

d. No per diem or other reimbursement is authorized.

e. The traveler may choose, without penalty, not to perform the travel.

E. FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

**C1005 PROHIBITION NOT STATED**

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

## C1015 IMPLEMENTATION

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

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

### C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.

2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below cites allowances that do/should be implemented by Service/Agency issuances. The following list may not be all inclusive:

- a. Completion and submission of travel vouchers (Ch 2, Part K);
- b. Appropriate authority/approval level for business-class air travel (par. C3500);
- c. Authorization/order endorsement related to foreign flag carrier use (par. C3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets;
- e. Procedures and conditions under which advance payments are authorized including those in:
  - (1) PDT (Ch 5);
  - (2) Evacuation Allowances (Ch 6);
  - (3) Recruiting expenses (parking expenses only);
  - (4) TQSE (Ch 5, Part H,)
- f. Appropriate separation or retirement activities;
- g. Claims for personally procured HHG transportation;
- h. Traveler financial responsibility (pars. C2000, C3105-B, C5576-B, C5154, C5190, C5204, C5208, C5234-E, C5270-B, C5450 and C5576);
- i. Personal emergency determination (pars. C7365 and C7602);
- j. Establishing dependency (See APP A definition of DEPENDENT),
- k. CTO use policy (par. C2400);
- l. Procedures for extending evacuation safe haven allowances; and
- m. Transportation of the remains of a deceased employee and/or a deceased dependent (Ch 5, Part R).

### C1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

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

B. Application. The review process applies to all DoD COMPONENTS.

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

1. Email: [pdttac@dtmo.pentagon.mil](mailto:pdttac@dtmo.pentagon.mil); or

2. Mail:

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

3. Fax: (571) 372-1301 DSN (312) 372-1301

### C1025 EXPENDITURE AUTHORITY

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

### C1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the GOV'T.*

3. A non-deductible meal provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.

5. The Improper Payments Information Act of 2002, [Public Law 107-300](#) may apply.

### C1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A Service/Agency is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. C2400-E for exceptions when reimbursement is *not* allowed.

### C1040 REGULATION CHANGE EFFECTIVE DATE

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

**C1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS**

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

**C1050 TERMINOLOGY**

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

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## PART B: DTS

### C1100 GENERAL

At locations at which DTS has been fielded, most TDY vouchers are paid using DTS. The Services/Agencies must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and economy /coach-class accommodations, whenever possible along usually-travelled routes.

### C1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

1. Covers individual TDY travel for business, travel for schoolhouse training, deployment, or personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.
2. Does *not* cover PCS (Ch 5), or evacuation (Ch 6).

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

### C1110 AUTHORITY AND RESPONSIBILITY

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

B. AO Authority. The AO has broad authority to:

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

\*See par. C4405 for justification.

C. AO's Responsibilities. The AO must:

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

do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations. The AO authorizes the cost estimate.

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

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

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

E. Traveler Rights and Responsibilities. A traveler:

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

### **C1115 A TYPICAL BUSINESS TRIP**

A. Before the Trip

1. Cost Estimate

- a. A traveler should obtain a "should cost" estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, their associated costs, and the allowance maximums.
- b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.

c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.

d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:

a. Decides if the traveler should use non standard arrangements for mission reasons.

b. May authorize certain changes for the traveler's convenience (e.g., using a POC instead of flying). The standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Travel Authority. The AO:

a. Authorizes the TDY,

b. Authorizes the arrangements,

c. Determines the fund cite, and

d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.

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

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

a. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.

b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.

c. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks.

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

B. During the Trip

1. Changing Plans

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

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

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

2. Receipts

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

(1) Lodging, and

(2) Individual official travel expenses of \$75 or more (*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*).

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

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

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

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

b. Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

3. Submitting the Expense Report

a. If using the DTS, the expense report is automatically routed to a disbursing office for payment.

b. If *not using* the DTS, a finance office or an office contractually arranged by the traveler's Service/Agency may provide this service.

c. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. See par. C2715.

## 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 element 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 6<sup>th</sup> 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/DoD COMPONENT channels and (2) the applicable department/office listed below:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, 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/DoD COMPONENT determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

<u>CONUS Locations</u>	<u>Non Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p><b>General Services Administration</b>                      Office of Governmentwide Policy                      Office of Travel, Transportation, and Asset Management                      ATTN: Jill Denning                      1275 First Street NE                      1 Constitution Square, 6th floor (685C)                      Washington, DC 20417-0001  <a href="mailto:jill.denning@gsa.gov">jill.denning@gsa.gov</a></p>	<p><b>Defense Travel Management Office (DTMO)</b>                      ATTN: SP&amp;P/Allowances Branch                      4800 Mark Center Drive                      Suite 04J25-01                      Alexandria, VA 22350-9000                      Fax: (571) 372-1301</p>	<p><b>Department of State</b>                      Director of Allowances                      State Annex 1, Room L314                      Washington, DC 20522-0103</p>

**C4552 GENERAL RULES REGARDING PER DIEM**

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

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

2. Per Diem Allowed

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

**Example**: An employee departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 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 is prearranged at the meeting or conference site, the sponsoring component must recommend a reasonable per diem rate to 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.



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 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 (**Example:** A DoD COMPONENT 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 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 COCOM or Joint Task Force AOR,*

b. In flight meal,

c. Rations furnished by the GOV'T on military aircraft,

\*d. GOV'T meal 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 1: 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).*

*\*NOTE 2: An organization may not provide a GOV'T meal in a GOV'T dining facility/mess at no charge to a TDY employee and order it used as a deductible meal for per diem. A GOV'T dining facility/mess is available only when GOV'T QTRS on the U.S. INSTALLATION where the employee is TDY are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the GOV'T dining facility/mess available to the traveler. See par. C4554-A NOTE, DoDFMR Vol. 12, Ch 19 prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.*

4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:
- 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
  - attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and
  - 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 (i.e., where neither GOV'T QTRS nor commercial lodging is available) and lodging must be obtained in an adjacent locality where the 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 authorized in advance, the traveler must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. The amount allowed for lodging is the expense actually incurred or the maximum TDY locality lodging ceiling, whichever is less. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved. A traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. C2010). A lodging availability situation may require

a traveler to accept lodging that is more spacious than is needed but must not purposely accept more spacious lodging to provide lodging for other non official travelers. See par. C4555-I for multiple occupancy. See par. C4555-G for lodging rented on a weekly/monthly basis.

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. A fee/service charge paid for GOV'T QTRS use is an allowable lodging expense.
- b. Reimbursement for GOV'T QTRS use is NTE the maximum locality lodging ceiling.

3. Lodging with a Friend or Relative (FTR §301-11.12)

a. Lodging reimbursement is not ordinarily authorized for an employee who lodges with a friend/relative at the friend's/relative's residence. When an employee lodges with a friend/relative in the friend's/ relative's residence - with or without charge – the employee may be reimbursed for additional lodging costs the host incurs in accommodating the employee if the employee can substantiate the costs and the AO determines the costs are reasonable.

b. An employee, who lodges at the friend/relative's residence, is authorized the TDY location M&IE rate if otherwise eligible.

c. An employee cannot be directed to lodge with a friend/relative.

d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.

e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.

f. **Example:** 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.

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

h. GSCBA Decisions Related to an employee lodging at a friend's/relative's residence:

(1) If the friend/relative is in the business of renting lodging on a regular basis, i.e., operating a hotel or apartment house, the "friends or relatives" provision does not apply ([GSBCA 14398-TRAV, 24 Feb 1998](#)).

(2) If an employee is transferred to a new PDS, and sent TDY to the old PDS and the employee stays at the former residence which was not yet sold, then the employee is not authorized reimbursement for lodging at the former residence ([GSBCA 15600-TRAV, 7 March 2002](#)).

(3) An employee 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 employee 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 employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee 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 employee was authorized to return on the 26th) the employee 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.](#)

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

5. On Line Booking Tool

a. General. A traveler should:

- (1) Follow Service/DoD COMPONENT procedures for making lodging reservations, or
- (2) Reserve a room directly with the hotel/chain if permitted by Service/DoD COMPONENT procedures. This includes using the hotel's online website.

b. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):

- (1) Daily hotel room costs;
- (2) Daily hotel taxes; and
- (3) 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. C4555-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.***

<b>Example 1</b>			
<i><b>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</b></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.			
<b>Per Diem Rates</b>			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
<b>Per Diem for the TDY Assignment in Location B</b>			
<b>First Day</b>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax ( <i>NOTE</i> )	
<b>Second thru Fifth Day</b>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax ( <i>NOTE</i> )	
<b>Return day to Location A</b>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

<b>Example 2</b>			
<b><i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i></b>			
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.			
<b>Per Diem Rates</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for GOV'T QTRS for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b><u>First Day</u></b>			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax ( <b><i>NOTE</i></b> )	
<b><u>Second and Third Day</u></b>			
(Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax ( <b><i>NOTE</i></b> )	
<b><u>Day of Return to Location C</u></b>			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

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

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

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

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

I. Single and Multiple Occupancy of a Room

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
  - a. Each official traveler is responsible for their portion of the room rate. **Example:** 2 official travelers share a room –each is responsible for 50% of the room cost; 3 official travelers share a room–each is responsible for 33% of the room cost).
  - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler’s lodging per diem ceiling eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.
  - c. Examples of Room Charge Allocation:
    - (1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is responsible for \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).
    - (2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is responsible for, and receives, \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.
3. Official Traveler Shares a Room with a Non-GOV’T Traveler(s). If an official traveler shares a room with a person(s) who is/are not a GOV’T traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

J. Lodging Tax

1. General
  - a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on GOV’T business.
  - b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.
  - c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax-exemption](#) may be offered at the option of the lodging facility.
2. CONUS and Non-foreign OCONUS Area. Lodging tax in CONUS and in a non foreign OCONUS area is:
  - a. **Not** included in the [locality per diem lodging](#) ceiling, and
  - b. A reimbursable expense (APP G) when per diem/AEA is paid.
3. Foreign Area. Lodging tax in a foreign area is:
  - a. Included in the [locality per diem lodging](#) ceiling, and
  - b. **Not** a reimbursable expense (APP G) when per diem/AEA is paid.

K. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared with another person(s) whose name is on the lease/rental agreement/contract is split equally among the lessees. ***This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.*** Official travelers are not authorized reimbursement for more than their equal share of the lodging payment.
2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.
5. AEA must be:
  - a. Authorized/approved by the AO and
  - b. In the GOV'T's interest. See par. C4602.

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 DoD COMPONENT.

**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 (debarkation) day 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/DoD COMPONENT procedures for making lodging arrangements. See pars. C4555-D, C4555-E, and C4555-G.

#### 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 location 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.

#### 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 fares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.***

**C4565 PER DIEM COMPUTATION EXAMPLES**

A. Lodging Tax

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

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

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

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

1. Example 1-TDY Travel

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

2. Example 2-TDY Travel

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

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

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

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

<b>Example 4: TDY Travel Involving IDL without a 'Lost' Day</b>			
<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&amp;IE for one 8/25 date.</p> <p><b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
<b>ITINERARY</b>			
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	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
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
<b>TOTAL</b>			<b>\$1,380</b>

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

<b>Example 5: AOR Per Diem/TDY Travel Overnight – No Lodging Required</b>				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2 to 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:				
<b>Date</b>	<b>Travel Plan</b>	<b>Transportation Mode/Means</b>	<b>Reason For Stop</b>	<b>Per Diem Rate</b>
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
<b>REIMBURSEMENT</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 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
<b>PER DIEM REIMBURSEMENT</b>				<b>\$317.75</b>

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

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

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

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

**FOOTNOTES**

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

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

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

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

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

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

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

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

9/ The PMR applies if the AO specifies PMR based 1 to 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.

## 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. Also see Ch 7, Part I.

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; the Surgeon General, U.S. Public Health Service; and the Chief, National Guard Bureau;

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)  $\$212 - \$51 \text{ (M\&IE)} = \$161$  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.

<b>EXAMPLE 1</b>			
<b>AEA– single TDY location</b>			
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&amp;IE above the authorized/approved level (NTE 300%).</i>			
<b><u>TDY Location Per Diem w/o AEA</u></b>		<b><u>TDY Location Per Diem w/AEA</u></b>	
Maximum Per Diem - \$150 Lodging \$99 M&IE \$51		AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51) M&IE - \$51	
<b>ITINERARY</b>			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$330.00
11 & 12 Aug		At TDY Station, Lodging - \$330/day x 2 days =	\$660.00
13 Aug	TDY	Residence	
Date	<b>REIMBURSEMENT</b> ( denotes AEA computation)		<b>Amount</b>
10 Aug	$\$51 \times 75\% = \$38.25 + \$330 =$		\$368.25
11 & 12 Aug	$\$330 + \$51 + = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \$38.25$		\$ 38.25
<b>Total Reimbursement</b>			<b>\$1,168.50</b>

<b>EXAMPLE 2</b>			
<b>AEA to multiple TDY locations A, B, and C</b>			
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&amp;IE above the authorized/approved level (NTE 300%).</i>			
<b><u>TDY Location ‘A’ Per Diem w/o AEA</u></b>		<b><u>TDY Location ‘A’ Per Diem Rate w/AEA</u></b>	
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	
<b>ITINERARY</b>			
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	<b>REIMBURSEMENT</b> (denotes AEA computation)		<b>Amount</b>
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 & 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
<b>Total Reimbursement</b>			<b>\$860.50</b>

**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%).*

<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>		
Maximum Per Diem \$150 Lodging \$99, M&IE \$51		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
<b>Total Reimbursement</b>				<b>\$553.50</b>

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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 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 use (automobile or motorcycle only) 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. C3045-D).

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 EXPENSES**

**A. Reimbursable Expenses.** See APP G.

**B. Non-Reimbursable Expenses.** A traveler who is paid TDY mileage may not be reimbursed for fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries.

**C. POC Repairs**

1. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.

2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

**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. GOV Available and Use is Advantageous to the GOV'T.** See par. C4785.

**C4750 REIMBURSABLE EXPENSES**

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

**C4755 TRAVELING TOGETHER**

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.

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

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

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

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

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

for the most direct route.

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

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

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

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

D. Other Official Travelers Transported in the Same POC

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

#### C4770 PER DIEM FOR POC TRAVEL

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

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

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

## C4775 TRAVEL TIME

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

## C4780 POC TRAVEL REIMBURSEMENT COMPUTATION

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

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

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

#### 1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4745, plus per diem for the travel time authorized in par. C3025 for commercial transportation.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. C4780 does not apply to travel performed under par. C4785. See 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
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) - \$210.50</b>		
Day 3	\$46 x 75% (use TDY MI&E rate) =	\$ 34.50
<b>Per Diem for Travel from Location B (TDY) to Location A (residence) - \$34.50</b>		
Transportation Costs	Round trip TDY mileage – 1,500 miles x \$.565/mile =	\$847.50
	Round trip tolls	\$ 12.00
<b>Actual POC Travel Cost Total</b>		<b>\$1,104.50</b>
<b>COMMON CARRIER CONSTRUCTED COST (including per diem on travel days to and from Location B)</b>		
Day 1	\$40 (lodging cost) + (75% x \$46) =	\$ 74.50
Day 2	\$40 + \$46 (TDY location) =	\$ 86.00
Day 3	75% x \$46	\$ 34.50
Transportation Costs	1 round trip air coach ticket (including GOV'T paid tax)	\$163.27
	Shuttle costs between airport and hotel (\$20 each way, par. C2101-A)	\$ 40.00
	Taxicab costs between residence and airport (\$40 each way, par. C2101-B)	\$ 80.00
<b>Constructed Common Carrier Travel Cost Total</b>		<b>\$478.27</b>

**EXAMPLE 2**

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

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

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

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

The traveler is paid \$1,510.50 (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 <sup>st</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
2 Aug	En Route	2 <sup>nd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
3 Aug	En Route	TDY Station	\$134 (\$88/ \$46)	\$65	50
4 Aug	TDY Station	3 <sup>rd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
5 Aug	En Route	4 <sup>th</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
6 Aug	En Route	Residence	Use 4 <sup>th</sup> stopover MI&E		50

**REIMBURSEMENT**

**ACTUAL POC TRAVEL COST**

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

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

E. Mixed Modes

1. General. All official travel must be:

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

2. To the GOV'T's Advantage

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

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

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

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

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

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

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

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

#### **C4785 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T**

A. General. When a GOV is available and its use is advantageous to the GOV'T, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. C2600.

B. Exception. If the AO determines that GOV use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. C2600. FTR, [§301-10.310](#)

C. GOV Makes the Trip. When a traveler is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the GOV made the trip without the traveler.

D. Reimbursable Expenses. See **POC Use on TDY**, in APP G for reimbursable expenses when a POC is used on official travel.

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## PART A: APPLICABILITY AND GENERAL RULES

### C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD COMPONENT (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. C5080-C.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
  - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
  - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** For duplicate payments, see pars. C5310-E3 and C5358.

D. Travel Order Issuance. See APP I for travel order issuance.

E. Funding Responsibility. See par. C5030.

### C5005 PCS TRAVEL ELIGIBILITY

#### A. PCS Travel in the GOV'T's Interest

1. General. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between GOV'T agencies. ***There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.***

2. DoD COMPONENT Responsibility. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the GOV'T's interest. Guidelines for making a determination of "GOV'T's interest" are:

1. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer (i.e., RIF, transfer of function, DoD COMPONENT career development program, or DoD COMPONENT directed placement); the transfer is in the GOV'T's interest.

2. PCS Moves Not in the GOV'T's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

#### 3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the GOV'T's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

#### c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

**C. PCS Limitation Policy**

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF or transfer of functions (par. C5080-C),
- (2) ICW a DoD COMPONENT-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

***NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.***

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the GOV'T's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

**C5008 PCS COUNSELING**

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

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;
2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. assists an employee in making more informed decisions;
4. allows an employee to play a more active role in the PCS;
5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. may be provided by either the DoD COMPONENT or contractors.

**C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS**

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does *not* include eligibility for:
  - a. Emergency evacuation, or
  - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

<b>TABLE 1 - ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

<b>TABLE 1 - ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs <i>NOTES 1 &amp; 10</i>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <i>NOTE 2</i> Advance	Yes No Advance	No <i>NOTE 3</i> No Advance	Yes <i>NOTE 4</i> Advance	Yes <i>NOTE 7</i>
RAT Round-Trip Between Overseas Tours Of Duty For Leave Purposes When Return Is To Same PDS Or Another In Same Locality	Yes	Yes No advance	Yes No Advance	No	No	No	No	No	No	<i>NOTE 6</i>

**FOOTNOTES:**

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4630 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5750-D).

4 -- Advance allowed if not shipped via a GOV'T-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- Allowed only for teachers employed in DoDEA applicable between school years.

7 -- The GOV'T must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<b>TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS</b>	
<b>Column 1</b> - Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	<b>Column 2</b> - Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302-4).</li> <li>2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302-4).</li> <li>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7).</li> <li>4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8).</li> <li>5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2)<sup>2</sup>.</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9)<sup>3</sup>.</li> </ol>

<sup>1</sup> **Note to Column 1 heading:** A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

<sup>2</sup> **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

<sup>3</sup> **Note to Column 2, Item 1:** POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (JTR, par. C5212).

<b>TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS</b>	
<p><b>Column 1</b>—Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i><sup>1</sup></p>	<p><b>Column 2</b>—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i></p>
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) JTR, Ch 5 Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem employee only (JTR, par. C5125-B) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).</li> <li>5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (<u>DSSR, Sec. 241.2</u>). DSSR available at: <a href="http://aoprals.state.gov/content.asp?content_id=247&amp;menu_id=81">http://aoprals.state.gov/content.asp?content_id=247&amp;menu_id=81</a></li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (<u>GOV’T Civilians - Foreign Areas, Sec. 120</u>).</li> <li>3. FTA (Subsistence Expense), (<u>DSSR Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.</li> </ol>

<sup>1</sup> **Note to Column 1 heading:**

- (a) TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- (c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12).
- (d) The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302-17).

<b>TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS</b>	
<p><b>Column 1</b>—Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i></p>	<p><b>Column 2</b>—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i></p>
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Sell &amp; buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>).</li> <li>4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).<sup>1</sup></li> <li>6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>).</li> <li>7. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHT - per diem, &amp; transportation, employee &amp; spouse only (JTR, Ch 5, Part M) (<u>FTR, Part 302-5</u>).</li> <li>2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>).</li> <li>3. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>4. Relocation service company use (JTR, Ch 5, Part P) (<u>FTR, Part 302-12</u>).</li> <li>5. Property management service use (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>).</li> <li>6. Home marketing incentive (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).</li> </ol>

<sup>1</sup> **Note to Column 1, Item 5:** Only when assigned to a designated CONUS isolated official station.

<b>TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS</b>	
<b>Column 1</b> —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	<b>Column 2</b> —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).</li> <li>5. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>)<sup>1</sup>.</li> </ol>	<ol style="list-style-type: none"> <li>1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</li> <li>2. The FTA, Pre-Departure Subsistence Expense Portion (<u>DSSR, Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</li> <li>3. TQSA (<u>DSSR, Sec. 120</u>) may be authorized for temporary lodging occupied at the foreign PDS upon arrival.</li> <li>4. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (<u>FTR, Part 302-15</u>).</li> <li>6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-12</u>).</li> <li>7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).</li> </ol>

<sup>1</sup> **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

<b>TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>)<sup>1</sup>.</li> <li>4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (<u>FTR, Part 302-8</u>).</li> <li>6. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <u>DSSR Sec. 120</u> may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.<sup>1</sup></li> </ol>

<sup>1</sup> **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

<b>TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>3. MEA (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, par. C5195-A) (<u>FTR, Part 302-8</u>).</li> <li>5. RIT (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. Property management services (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>).</li> <li>3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>)<sup>1</sup>.</li> </ol>

<sup>1</sup> **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

<b>TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL</b> (JTR, Ch 5, Part K) ( <u>FTR, Part 302-3.209</u> )	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem for employee only (JTR, par. C5530) (<u>FTR, Part 302-4</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHG shipment to PDS (JTR, par. C5539).</li> <li>2. Dependent Transportation to PDS (JTR, par. C5518).</li> </ol>

<b>TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem for employee only (JTR, par. C5085) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> </ol>

<b>TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION</b> (JTR, par. C5090) ( <u>FTR, §302-3.304</u> )	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem for the employee only (JTR, Ch 5, Part B) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> </ol>

<b>TABLE 11. TEMPORARY CHANGE OF STATION (TCS)</b> (JTR, Ch 5, Part O) (FTR, §302-3.400)	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302-4).</li> <li>2. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16).</li> <li>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7).</li> <li>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10).</li> <li>5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).</li> <li>6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHT expenses (JTR, Ch 5, Part M) (FTR, Part 302-5).</li> <li>2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6).</li> <li>3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15).</li> </ol>

<b>TABLE 12. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT</b> (5 USC §4109) <sup>1</sup> (JTR, par. C4630)
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302-4).</li> <li>2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302-4).</li> <li>3. Movement of HHG &amp; SIT (JTR, Ch 5, Part D) (FTR, Part 302-7).</li> </ol>

<sup>1</sup> **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

**C5015 REASSIGNMENT/TRANSFER ADVANCE NOTICE**

The permanent duty reassignment/transfer of any employee from one PDS or DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. See par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

1. The employee and both the losing/gaining agencies agree on a shorter period;
2. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
3. There are emergency circumstances.

**C5020 PCS ORDER** (FTR §302-2.102, §302-2.103, §302- 2.104). When GOV'T-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD COMPONENT regulations (par. C5100-A),
2. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,
3. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

## C5025 PCS REIMBURSEMENT PROVISIONS

1. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:
  - a. Successive changes to these regulations governing PCS allowances, and
  - b. The extended period of time that an employee retains eligibility for certain allowances. See par. C5035.
2. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

## C5030 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS.

*\*NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#) Permanent Change of Duty Station (PCS).*

*NOTE 2: APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD COMPONENT," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).*

B. Movement between Different Departments and Agencies or DoD COMPONENTS (FTR §302-2.105)

*NOTE: This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.*

1. General. Except as provided in pars. C5030-B2 and C5030-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5005.
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DoD Priority Placement Program (PPP). Necessary PCS costs for movement under the PPP to a different DoD COMPONENT when a RIF/transfer of function is involved are funded as indicated in par. C5030-B2. When a RIF/transfer of function is not involved, and an employee is returning to the U.S. through the PPP from an assignment in a foreign area, the gaining activity pays TQSE and MEA, while other necessary costs associated with a PCS are paid by the losing activity.

C. Movement within the Same DoD COMPONENT

1. General. Except as indicated in pars. C5030-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity NTE the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a HHT (if the employee is eligible) and TQSE for an:
  - a. Employee who completes the prescribed tour of duty under the current service agreement;
  - b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD COMPONENT;
  - c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
  - d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C5030-C2 applies.
5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawai'i. Pars. C5030-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.
6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.
7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP). When a RIF/TOF is not involved, necessary costs for employees returning through the PPP from assignments in foreign areas within the same DoD COMPONENT must be paid by the losing activity, except for TQSE and MEA, which must be paid by the gaining activity.

D. RAT

**NOTE:** APP A for "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD COMPONENT, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD COMPONENT must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DoDEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee:

a. Who:

- (1) Returns to the U.S. under a renewal agreement, and
- (2) Arranges a move to a PDS in the U.S. while on leave,

b. Is authorized:

- (1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.
- (2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
- (3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.
- (4) The travel and transportation expenses are funded as provided in par. C5030-E.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

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

a. When an employee under an agreement:

- (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the

employee is or becomes eligible for separation travel and transportation allowances.

**C5035 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)**

A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. The employee may request an extension of travel and transportation allowances. The DoD COMPONENT may grant the requested extension when in the GOV'T's interest IAW par. C5035-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C5035-C) in terms of total time.

B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member or an employee whose domestic partner is an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the DoD COMPONENT when in the GOV'T's interest. See pars. C1030 and C2000 for restrictions.

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

C. Time Limits. Allowable travel and transportation must begin within 1 year from the employee's transfer or appointment effective date, except that the 1-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended (when determined to be in the GOV'T's interest by the DoD COMPONENT) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5750-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD COMPONENT as being in the GOV'T's interest. Following are examples of reasons that do not justify authorizing/approving an extension: (a) delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and (b) residence construction/renovation delays at the new PDS.

**C5040 FUNDS ADVANCE**

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

B. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

C. Temporary Quarters Subsistence Expenses(TQSE) (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD COMPONENT may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(LS)).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred ICW residence transactions.*

E. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

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## 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**

<b>PCS Travel</b>		
<i><b>NOTE: See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></b></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:		
<b>Per Diem for Actual Travel Under the 'Lodging Plus' Method</b>		
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
Days 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>
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$841.00</b>
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>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$1,892.25</b>
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 <a href="#">Standard CONUS per diem rate</a> of \$123 (\$77/ \$46), par. C5060-E3.		
<b>Day 1</b> (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.		
<b>Day 2</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Days 3 to 8</b> , 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.		
<b>Day 9</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Day 10</b> (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**

<b>PCS Travel</b>		
<b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a>		
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:		
<b>Per Diem for Actual Travel Under the 'Lodging Plus' Method</b>		
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
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$365.00</b>
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
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$821.25</b>
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 <a href="#">Standard CONUS per diem rate</a> of \$123 (\$77/ \$46), par. C5060-E3.		
<b>Day 1</b> (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
<b>Days 2 and 4</b> - 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.		
<b>Days 3 and 5</b> - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
<b>Day 6</b> (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><b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></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
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
<b>Total</b>		<b>\$1,367.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
<b>TOTAL TRAVEL COSTS</b>		
(\$1,367 + \$1,025.25) =		<b>\$2,392.25</b>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE</b>		
(\$984 + dependent per diem \$738, 75% of \$984) =		<b>\$1,722.00</b>
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**

<b>PCS Travel OCONUS to OCONUS</b>		
<i><b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></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:		
<b>Per Diem for Actual Travel using the 'Lodging Plus' Method</b>		
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
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$492</b>
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
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 = 75% OF \$492 X 2) =</b>		<b>\$1,230</b>
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 <a href="#">per diem rate</a> 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**

<b>PCS/Separation Travel</b>	
<i><b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></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.		
<b><u>REIMBURSEMENT</u></b>		
<i><b>NOTE: PCS travel M&amp;IE is authorized at a flat 75% of the applicable M&amp;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.</b></i>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
<b>TOTAL REIMBURSEMENT =</b>		<b>\$58.50</b>
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

**C5062 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

**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**

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One POC</b>	
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>
<b>7. TOTAL REIMBURSEMENT</b>	<b>\$2,150.74</b>

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC</b>	
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	<u>+ \$10.00</u>
<b>6. TOTAL REIMBURSEMENT</b>	<b>\$2,418.24</b>
<b>Total reimbursement to employee 1 is \$678.24 + \$650 + \$10 = \$1,338.24</b>	
<b>Total reimbursement to employee 2 is \$720 + \$360 = \$1,080</b>	

C. Reimbursement Computation Example for Two POCs

<b>Reimbursement Computation for Two POCs</b>	
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
<b>8. TOTAL REIMBURSEMENT</b>	<b>\$2,828.98</b>

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

<b>MALT Computation for Two Separate Trips</b>	
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
<b>TOTAL MALT PAYABLE FOR POC TRAVEL</b>	<b>\$415.68</b>
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 [DoDI 1400.25, Vol. 1250](#) and [DSSR Section 031.1](#).

**B. New Appointee and Student Trainee Appointments and Assignments to 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 DoD COMPONENT 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](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 12 months (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), Ch 83, Subchapter III (Civil Service Retirement System (CSRS)); or under [5 USC §8412](#), Ch 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), Ch 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Ch 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 Ch 83, Subchapter III](#) (CSRS), or [5 USC Ch 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 lbs. 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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## SECTION 4: HHG STORAGE

### C5190 STORAGE IN TRANSIT (SIT)

***NOTE:*** For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment ([FTR §302-7.9](#)).

A. General ([FTR §302-7.107](#)). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations per the Agency approval. ***SIT is not authorized for local HHG moves when no PCS exists.***

#### B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS) unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. Under no circumstances may a Service/Agency authorize/approve SIT at GOV'T expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/ approved, the employee is financially responsible for additional storage expense ([FTR §302-7.9](#)).

2. Justification ([FTR §302-7.10](#)). Acceptable justification for the additional 90-day SIT period (par. C5190-B1 and ***NOTE*** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Act(s) of God, or
- h. Other circumstances beyond the employee's control.

***NOTE:*** The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense (see par. C5370-B).

C. Reimbursement ([FTR §302-7.107-110](#)). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified warehouse bill copies, are required for individual expenses of \$75 or more IAW DoDFMR 7000.14-R, Volume 9. See par. C1310.

#### D. HHG Partial Lot Withdrawal and Delivery from SIT ([FTR, §302-7.3](#))

1. HHG may be transported and stored in multiple lots.
2. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.
3. If the employee removes items from storage, and the carrier bills the GOV'T for that removal, the employee is financially responsible for any excess cost to the GOV'T.

E. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

**\*C5191 150/180 DAY SIT LIMIT EXTENSION (FTR §302-7.9)**

\*A. General. The maximum SIT limit of 150 days (CONUS) or 180 days (to/from OCONUS) authorized in par. C5190 is generally adequate.

\*B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 150/180 days as applicable, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008))*. A SIT extension request must be submitted by the employee's DoD COMPONENT/command to PDTATAC for determination. Documentation required is the DoD COMPONENT's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/DoD COMPONENT designated official. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

\*C. Authority. PDTATAC may authorize/approve extensions of the 150/180-days as applicable SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (**NOTE: Involving Iraq and Afghanistan**) IAW GSA Waiver Memo dated 28 June 2005 that was extended by GSA Waiver Memo of 28 February 2008. GSA Waiver Memo of 27 February 2013 extends PDTATAC authority to 31 March 2014. The total extension beyond 150/180 days, as applicable, cannot exceed 365 days.

\*D. Submission Process. Extension requests should be submitted via the Service's/DoD COMPONENT's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#). The following options are available to the employee's command to request SIT beyond 150/180 days as applicable:

1. Email: From AGENCY/command through the CAP representative to [sit-extensions@dtmo.pentagon.mil](mailto:sit-extensions@dtmo.pentagon.mil).

2. Mail:

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

- \*3. FAX: From the Service/DoD COMPONENT/command through the CAP representative to (571) 372-1301.

\*E. Restrictions. *SIT beyond 150/180 days, as applicable, is not authorized for any reason listed in par. C5190-B2 or ICW a TCS order IAW par. C5715.*

**C5195 NON-TEMPORARY STORAGE (NTS)**

A. NTS of HHG for Duty at an Isolated CONUS PDS ([FTR §302-8.100-108](#))

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the AGENCY concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at GOV'T expense, and

c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation ([FTR §302-8.108](#))

a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90<sup>th</sup> day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

<b><u>Example 1</u></b>	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5c)
Command approves storage extension to the 90 <sup>th</sup> day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5195-A5c))

<b><u>Example 2</u></b>	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5b) Employee's eligibility ended: 4 August 1 <sup>st</sup> month after the month (August) the employee's eligibility ended was: September 2 <sup>nd</sup> month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 <sup>th</sup> day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5195-A5c))

6. **Storage Place.** The transportation officer determines the NTS location.

7. **Allowable Costs.** NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See APP A, NON-TEMPORARY STORAGE (NTS).

8. **Documentation**

a. NTS authority must be in the PCS order.

b. The transportation officer prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), (<http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf>) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. **Isolated PDS Designation.** Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas ([FTR §302-8.200-203](#))

1. General

- a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.
- b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,
- c. Storage is authorized in the GOV'T's best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation ([FTR §302-8.203](#))

- a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.
- d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).
- e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

<b>Example</b>	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1 <sup>st</sup> month after the month (August) the employee's eligibility ended was September; 2 <sup>nd</sup> month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 <sup>th</sup> day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.*** and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Ch's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by JTR for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the

employee became eligible for return transportation at GOV'T expense.

(3) **Example:** After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

d. **Documentation.** Paid expense receipts of \$75 or more are required.

e. **Limitations.** No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS order.

C. **NTS of HHG for a DoDDS Employee** ([FTR §302-8.300-301](#))

1. **Storage between School Years**

a. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

b. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

(1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance ( [20 USC §905\(c\)](#)) **NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.,** or

(c) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:
  - a. May be authorized/approved by the AO if it is in the GOV'T's best interest;
  - b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;
  - c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;
  - d. Cannot exceed the applicable weight allowance for which there is authority in JTR;
  - e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
    - (1) Report for duty at the OCONUS PDS when leave without pay ends, or
    - (2) Present satisfactory evidence of course of study completion,unless the AO determines that the situation was beyond the employee's control.

D. NTS Converted to SIT

1. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.
2. The conversion is at GOV'T expense. ***However, any storage cost accruing for periods in excess of 180 days are the employee's financial responsibility.***
3. Unless otherwise provided in par. C5191, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

## SECTION 2: OCONUS POV TRANSPORTATION

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

### C5208 ELIGIBILITY

A. General. Commanding officers/designated representatives:

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

B. Criteria

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

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

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

D. Travelers Assigned to Johnston Island

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

**C5212 AUTHORITY**A. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5208. Par. C2166 concerns oceangoing car ferry use.
  2. The local GOV'T:
    - a. Prohibits POV importation; or
    - b. Applies restrictions on such POV importations;
  3. Pertinent DoD COMPONENT regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to HI under par. C5208-D;
  4. A POV is purchased in a non foreign OCONUS area by a traveler not permanently assigned in that non foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or
  5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.  
***NOTE: [Title 5 USC §5727](#) authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).***
- Example 1:** A traveler residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
- Example 2:** A traveler residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the HI PDS.
- Example 3:** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the HI PDS.
- Example 4:** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the GOV'T's interest for the employee to have the POV in HI.
6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest ([CBCA 827-RELO, 4 October 2007](#)).
  7. The POV is not in operating order, or is not legally titled and tagged for driving; or there is no traveler cited on the relocation travel order who is licensed to drive the POV. See [FTR §§302-9.301, 302-9.302, 302-9.501](#) and [302-9.504-6](#).

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

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

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

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

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4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

**B. Alternate Ports**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*b. **Status.** Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#)

c. **Overall Reimbursement Limitation.** When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

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

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

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

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

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

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

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

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

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

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

1. Non workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

**C5232 REPLACEMENT POV TRANSPORTATION**

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

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

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

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

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

D. Limitations

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

**C5234 STORAGE ICW CONTINGENCY OPERATIONS TCS**

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

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

1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and

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2. Eligible for expenses authorized in JTR, CH 5, Part O (FTR Part 302-3), and
3. The head of your agency determines it would be to the GOV'T's advantage to authorize storage of a POV.

**C. Limitations**

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

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

**E. Expenses**

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

**C5235 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at employee's expense) until the POV is delivered to the employee. The USTC website at:

[dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf), "Storing your POV" at: [http://www.transcom.mil/j5/pt/dtrpart4/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf) for the employee's responsibilities and other requirements related to storing a POV. ***Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.*** An employee is financially responsible for storage and/or transportation of additional POVs.

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

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

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

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

**C. Expenses**

1. Allowable expenses for the emergency storage of the traveler's POV include:
  - a. Necessary expenses for actual storage,
  - b. Readying the POV for storage and for return to the traveler after the emergency has ended,

- c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

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

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

## SECTION 5: AGREEMENT VIOLATION

### C5576 AGREEMENT VIOLATION

- A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.
- B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.
- C. Agreement Violation. A violation includes failure to:
1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
  2. Report for duty;
  3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
  4. Use travel and transportation allowances within a reasonable time after separation.

### C5578 AGREEMENT VIOLATION PENALTIES ([FTR §302-2.14](#))

*An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the GOV'T all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. C5584 and C5586 for agreement violations.*

### C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

### C5582 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
  - a. Does not arrive at the new PDS, or
  - b. Upon arrival at the new PDS refuses to perform the mission, or
  - c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. Determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the GOV'T, the officer must immediately initiate collection IAW appropriate finance directives.

#### **C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the GOV'T's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the GOV'T for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. **Example 1.** An employee at PDS A is required to serve 12 months.
  - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
  - b. After serving 4 months at PDS B, the employee resigns.
  - c. Under these conditions, the employee is indebted to the GOV'T for the travel and transportation allowances and cost paid by the GOV'T ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. **Example 2.** An employee at PDS A signs a 12-month service agreement.
  - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
  - b. The employee serves 7 months at PDS B and then resigns.
  - c. The total service at PDSs A and B is 13 months.
  - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
  - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

**C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**

**A. Violation during the First Year of Service under an Initial Service Agreement**

1. An OCONUS employee, who leaves GOV'T service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the GOV'T for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:
  - a. The employee;
  - b. The employee's dependents;
  - c. HHG including SIT and NTS of HHG;
  - d. A POV; and
  - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.
3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See [B-184948, 18 November 1975](#).
4. Pars. C5586-A and C5586-B apply to each OCONUS employee.
5. Additional penalty conditions in par. C5586-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided GOV'T funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. C7250.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

- a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
- b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
- c. HHG transportation (including SIT) from the former PDS to the last PDS;
- d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
- e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

- a. The employee is authorized:
  - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
  - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
  - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from GOV'T service.
- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.
- d. If the amount available to be applied to these costs equals/exceeds the costs, the GOV'T may procure

and pay for such transportation in full.

e. If the amount available is less than the cost, the GOV'T may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

**3. Employee Completes One or More Years but Does Not Complete the Specified Service**

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from GOV'T service. These credits and any remaining liability are computed as in par. C5586-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. C5578), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or QTRS value repayment responsibility.

**C5588 COMPUTATIONS**

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

**B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs**

1. The space-required rate must be used in computing MSC transportation cost.

2. The common user tariff rate must be used in computing the AMC transportation cost.

3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the GOV'T cost, without tax, for the accommodations furnished under Ch 2, Part E. The employee must be allowed appropriate credit for GOV'T-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the GOV'T

1. An employee's financial responsibility to the GOV'T must be based on travel to/from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. GOV'T's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the GOV'T's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized GOV'T transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.

b. May be authorized repatriation transportation (see par. C7250) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7250 are met.

c. May provide the transportation and be reimbursed for the GOV'T's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

e. Is responsible for reimbursement of the GOV'T's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF  
 LIABILITY OR CREDIT VIOLATION OF RENEWAL  
 AGREEMENT**

**NOTE:** The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rate.

<b>EMPLOYMENT HISTORY</b>	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
<b>TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT</b>	
<b>LIABILITIES</b>	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	<u>+\$ 16.00</u>
<b>TOTAL</b>	<b>\$265.00</b>
<b>CREDITS</b>	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	<u>+\$ 8.00</u>
<b>TOTAL</b>	<b>\$132.50</b>
Liability \$265 - Credit \$132.50 = \$132.50 due to the GOV'T. There is no further GOV'T liability. Statement approved:	
A. B. Person, Civilian Personnel Officer 17 January 2011	
<b>Explanation:</b> The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the GOV'T for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at GOV'T expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at GOV'T expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at GOV'T expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at GOV'T expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from GOV'T service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	<u>+\$ 1,000.00</u>
<b>TOTAL</b>	<b>\$3,130.50</b>

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	<u>+\$ 12.00</u>
<b>TOTAL</b>	<b>\$2,178.00</b>

(4) Liability \$3,130.50 - Credit \$2,178 = \$952.50 due to the GOV'T. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at GOV'T expense. The son remains in Atlanta to attend school and at the end of nine months travels at GOV'T expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished GOV'T transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from GOV'T service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

- (1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.
- (2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.
- (3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	<u>+\$ 180.00</u>
<b>TOTAL</b>	<b>\$1,520.00</b>

- (5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. Since the employee was authorized a credit of \$1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the GOV'T paid for all transportation to Atlanta.

***NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.***

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**PART M: HHT (FTR §302-5)**

**C5600 GENERAL (FTR §302-5.1)**

A HHT:

1. Is discretionary. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse. Employee/spouse may perform separate HHTs to the new PDS at GOV'T expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations. See par. C5606.

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

5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part 1, par. A21 apply ([59 Comp. Gen. 461 \(1980\)](#)).

If the HHT is allowed, it should lower the GOV'T's relocation costs by reducing the time in temporary lodging.

**C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)**

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);
3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. C1065).

**C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)**

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4630 instead of per diem/AEA while at the training location; or
3. Employee's children, [GSBCA 16907-RELO, 14 August 2006, http://www.gsbca.gsa.gov/relo/s1690714.pdf](#)

**C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)**

Separate HHT round trips by the employee and spouse are allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together. The GOV'T's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (APP G). The HHT trip duration including travel time is limited to 10 days. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. C5618). AEA is not authorized for HHT (par. C5624-B).

1. For example, if the GOV'T's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the GOV'T overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is borne by the employee.

**2. HHT(lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.**

**C5608 WHEN A HHT MAY BEGIN (FTR §302-5.10)**

When authorized, a HHT may begin after the:

1. Employee signs a service agreement; and
2. DoD COMPONENT establishes, and informs the employee of, the reporting date to the new PDS.

***NOTE: The maximum time for beginning allowable travel and transportation is ordinarily 1 year from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

**C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)**

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
  - a. On the day before the family begins relocation to the new PDS, or
  - b. The expiration of the maximum time for beginning allowable travel and transportation.

**C5612 HHT AUTHORIZATION (FTR §302-5.5)**

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is per diem under the 'Lodging Plus' method (par. C5624-B1) or a lump sum (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximum IAW par. C5618);
4. The authorized transportation mode(s) for:
  - a. The HHT to/from the new PDS location; and
  - b. Local travel while house-hunting at the new PDS location.

**C5614 CONSIDERATIONS**

A. General. ***The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.*** An AO/AO designee must consider pars. C5614-B through C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT possibly may be avoided. It might be more advantageous to the GOV'T and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD COMPONENT to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

#### **C5616 PROHIBITIONS**

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS is/are located in a foreign OCONUS area. See APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

#### **C5618 TRIP DURATION (FTR §302-5.11-12)**

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. *A funded HHT, including travel time, is NTE 10 calendar days.*

#### **C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)**

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

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.
2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC so the AO may authorize another transportation mode.
3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, *and only when*, a written cost comparison demonstrates POC is cost effective.
4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
6. The employee is authorized transportation expenses (including transportation between carrier terminals).

#### C5622 LOCAL TRANSPORTATION

- A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.
- B. Local Transportation
  1. Local transportation by common carrier, other public transit systems, DTMO-negotiated car rental agreement (par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2505 may be authorized.
  2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).
- C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

#### C5624 SUBSISTENCE

- A. General
  1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging Plus' method as in par. C5624-B1.
  2. A DoD COMPONENT may, however, offer to pay a lump sum for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer lump sum reimbursement:
    - a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodging Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5624-B2 is easier to administer because an expense review is not required.
    - b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case-by-case basis. ***A single 'generic' decision for all PCS moves is not authorized.***
    - c. Employee Treatment. Consider employee morale and productivity as well as direct costs.
- B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

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

1. 'Lodging Plus' Computation Method. The standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

***NOTE: AEA in Ch 4, Part C, may not be authorized/approved for a HHT.***

2. Lump Sum. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:
  - a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or
  - b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

3. Lump Sum Payment

- a. The lump sum determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined lump sum not used by the employee for expenses:
  - (1) Belongs to the employee,
  - (2) Is not subject to collection, and
  - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/ \$51).
- b. The single occupancy lodging cost is \$130.
- c. The DoD COMPONENT offers a HHT and the option of either the lump sum option (par. C5624-B2) or the ‘Lodging Plus’ option (par. C5624-B1).
- d. When the employee elects per diem under the ‘Lodging Plus’ computation method for a HHT, and the spouse accompanies the employee, the employee’s computation for the lodging rate is computed at the *single room rate*.

**NOTE:** *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.*

2. Example 1. The traveler is authorized a 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method. The standard CONUS per diem rate applies. See par. C5624-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	\$1928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Employee		<b>\$1,067.00</b>
<u>Spouse’s Per Diem</u>		
Using par. C5125-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	$75\% \times \$1,067.00$ (employee’s per diem) =	<b>\$800.25</b>
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ <u>\$800.25</u>
<i>Total Per Diem for Employee and Spouse</i>		<b>\$1,867.25</b>

3. **Example 2.** The employee is authorized a lump sum HHT. See par. C5624-B2a. *No lodging receipt is required.*

Total Lump Sum Subsistence for the Employee and Spouse	\$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	\$1,256.25
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4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<b>Situation A:</b>		
The employee elects the 10-day HHT with per diem computed under the 'Lodging Plus' computation method (par. C5624-B1). Using par. C5125-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. <b>NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</b>		
Travel day to Arlington:	\$77 (lodging) + \$34.50 (75% x \$46) =	\$ 111.50
8 days in the Arlington area:	\$77 + \$46 = \$123/day x 8 days =	\$984.00
Travel day back to the PDS:	75% x \$46 =	+ \$ 34.50
<b>Total Per Diem for Spouse</b>		<b>\$1,130.00</b>

<b>Situation B:</b>		
The employee elects the lump sum HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required.</i>		
<b>Total Lump Sum Subsistence for the Spouse</b>	\$201 x 5 (lump sum for one person) =	<b>\$1,005.00</b>

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the 'Lodging Plus' computation method. See par. C5624-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

<b>Employee's Per Diem</b>		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
5 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$1,111.50</b>
<b>Spouse's Per Diem</b>		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
4 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$ 930.50</b>
<b>Total Per Diem Payment</b>		
Employee's per diem		<b>\$1,111.50</b>
Spouse's per diem		+ \$ 930.50
<b>Total Per Diem for Employee and Spouse</b>		<b>\$2,042.00</b>

## C5626 EXPENSE DOCUMENTATION

A. **Transportation.** To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. 'Lodging Plus' Method. An employee paid per diem under par. C5624-B1, using the 'Lodging Plus' method must itemize lodging expenses and have lodging receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5624-B2, does not require itemization or receipts for payment.

**C5628 STATUS WHILE ON HHT**

An employee is in a travel status (APP A) while performing house-hunting travel during the authorized absence period.

**C5630 NO RETURN TO OLD PDS**

\*A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the 'Lodging Plus' method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004). Under the circumstances in par. C5630 an employee is *not* in a duty status while house-hunting. See [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#) about granting an excused absence for PCS purposes.

**C5632 HHT ADVANCE (FTR §302-5.16)**

1. A HHT expenses advance may be paid if a HHT under the 'Lodging Plus' method is offered and elected.
2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodging Plus' method in par. C5624-B1 for the HHT location and duration.
3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.
4. The lump sum per diem payment under par. C5624-B2 is a *payment*, not an advance.

**C5634 HHT ICW TQSE**

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

B. TQSE(LS). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5392.*

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## PART A: EVACUATION TRAVEL

### C6000 LEGAL BASIS

#### A. Transportation Authority

1. Title 5 USC §5725 provides authority for GOV'T expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Ch 6, Part C for foreign area evacuations.
3. See Ch 6, Part D for U.S. and non-foreign OCONUS area evacuations.

#### B. Pay and Allowances

- \*1. [DoDI 1400.25, Vol. 1250](#) DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part C, DSSR, Section 615 for foreign area evacuations.
3. See Ch 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

#### C. Department of State (DoS) Standardized Regulations (DSSR)

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part C for an annotated extract of DSSR, Ch 600, modified to relate to a DoD civilian employee.
3. The DoS regulations apply for evacuations from, or within, any foreign area. See APP A for "foreign area".

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,
2. Interagency checklist and other related documents,
3. Responsibilities,
4. Authority to invoke an emergency evacuation plan,
5. Responsibility for military operations, and
6. Organization for emergency evacuation planning.

#### E. Office of Personnel Management (OPM) Regulations

1. OSD/OPP adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments during Evacuation.
2. See Ch 6, Part D for DoD implementation of 5 CFR, Part 550, Subpart D.
3. OPM regulations apply to U.S. and non-foreign OCONUS area (see APP A) evacuations.

## C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.
2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:
  - a. A Presidential declaration of national emergency, or
  - b. Directed reinforcement of U.S. Armed Forces in a theatre, or
  - c. To accommodate force protection or antiterrorism considerations,
3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 14 July 1998.
4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:
  - a. Timely communication with the DoS is not possible,
  - b. There is no DoS presence in the area concerned, and/or
  - c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.
- \*5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).
6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:
  - a. Return to the PDS from which evacuated;
  - b. Transfer or reassignment of the employee to another PDS;
  - c. Return to actual residence; or
  - d. Transportation to the final safe haven.

***NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).***

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part C for SEA.

E. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from foreign OCONUS areas.*

#### **C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION**

A. Applicable Regulations. See Ch 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD COMPONENT and the employees' dependents (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The [directory](#) lists office symbols and phone numbers for Civilian Advisory Panel members.*);
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees of the respective Service and the employees' dependents;
3. The head of a DoD COMPONENT (see APP A) or designated representative;
4. The commander of a U.S. INSTALLATION (see APP A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. C6010-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

- a. Return to the PDS from which evacuated;
- b. Transfer/reassignment to another PDS; or
- c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:

- a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or,
- b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part D, Section 550.405.
2. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

**C6015 SAFE HAVEN**

- A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part C, par. 610(l).
- B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part D, par. 550.402(g).
- C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at GOV'T expense.
- D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be GOV'T QTRS, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

**C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION**

See par. C5236.

**C6025 POV SHIPMENT**

*There is no authority to ship a POV ICW an evacuation.* A POV may be shipped at GOV'T expense IAW the provisions in Ch 5, Part E, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

**C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

*TQSE is not authorized for an evacuation.* See Ch 5, Part H.

## PART L: FAMILY VISITATION TRAVEL (FVT)

See Ch 7, Part M for Emergency Visitation Travel (EVT).

### C7550 GENERAL

A. Purpose. FVT enables an eligible employee to travel at GOV'T expense to:

1. The CONUS,
2. A non-foreign OCONUS area, or
3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.
2. Expenses are the responsibility of the employee's command.
3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. [10 USC §1599b](#); [22 USC §4081](#).

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for:

- a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
- b. Airport taxes and transportation between airports (par. C7550-D2).

2. Limitations. Reimbursement is:

- a. Authorized only for air and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).
- b. Not authorized for ground transportation between PDS or home (or destination) and the airport.

3. Unauthorized Expenses. *Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.*

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at GOV'T expense to the employee's actual residence; and
2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. C2800-B) or, when air service is not available, minimum first class rail or bus service.
4. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.
5. U.S. certificated carriers must be used except as indicated in par. C2800-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

- a. The [DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.
- b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. C3500 regarding use of commercial aircraft.

3. Arranging Official Travel. See par. C2400 for arranging official travel.

H. Refund. An employee must repay GOV'T paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or
2. Return date to the OCONUS PDS from RAT.

\*J. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes.
3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

**L. Travel to the CONUS/Non-foreign OCONUS Area.** The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.
2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:
  - a. Are evacuated from the foreign PDS, or
  - b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. C7550-I) may not exceed the cost of two economy/coach round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:
  - a. Scheduled transfer,
  - b. Departure on RAT, or
  - c. Voluntary separation.
5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:
  - a. Including travel time, and
  - b. Excluding days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

**M. Travel to Visit Dependents in a Foreign Country.** The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. C5556).
2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.
4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:
  - a. completion of tour,

- b. transfer,
  - c. departure on RAT, or
  - d. voluntary separation.
5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:
- a. Including travel time, and
  - b. Excluding days on duty or official travel status.
7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
8. Exceptions to the limitations in par. C7550-M are made through the Secretarial Process.

## PART M: EMERGENCY VISITATION TRAVEL (EVT)

### C7600 RELATED INFORMATION

- A. Allowable Expenses due to the Death of an Employee/Dependent. Ch 5, Part R.
- B. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part H.
- C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part K.
- D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part M.

### C7602 GENERAL

- A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV'T expense to the CONUS, non foreign OCONUS area, or another location in certain family emergency situations.
- B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
- C. Restrictions
  - 1. EVT is not permitted for travel wholly within the foreign area assignment.
  - 2. An employee away from the foreign OCONUS PDS:
    - a. On leave in a CONUS/non foreign OCONUS location, or
    - b. TDY in a CONUS/non foreign OCONUS locationis not eligible for EVT.
- D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.
- E. Authority. EVT is authorized in the following circumstances:
  - 1. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).;
  - 2. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a FOREIGN AREA (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).;
  - 3. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632).; and

4. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1 through E3 (See also par. C7634).

#### **C7604 LEGAL AUTHORITY**

[10 USC §1599b](#); [22 USC §4081](#) and allowances must be similar to EVT allowances in [3 FAM 3740](#) of the State Department regulations.

#### **C7606 FUNDING**

EVT expenses are the responsibility of the employee's command.

#### **C7608 LIMIT ON NUMBER OF TRAVELERS**

A. General. Ordinarily, only one family member is authorized travel at GOV'T expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

1. A critical injury to a dependent child attending school away from the PDS,
2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,
3. A nursing child needs to accompany the mother, or
4. Preschool children to accompany a single parent.

In such cases, the limitations in these regulations apply to each traveler.

#### **C7610 DEFINITIONS**

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

1. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;
2. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (APP A - DEPENDENT/ IMMEDIATE FAMILY);
3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/ spouse/domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and
4. Spouse or domestic partner.

C. Immediate Family Member. For this Part “an immediate family member” means the following relative of the employee:

1. Spouse or domestic partner;
2. A child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;
3. A parent of the employee/spouse/domestic partner; and
4. A sibling (including stepbrother and/or stepsister) of the employee/ spouse/domestic partner for cases of death.

D. Incapacitation. “Incapacitation” is a physical/mental health condition that may impair an individual’s ability to continue living independently.

E. Parent. A “parent” is the mother/father of the employee/spouse/domestic partner, including stepparent, adoptive parent, or an individual who has stood in place of a parent (APP A - DEPENDENT/IMMEDIATE FAMILY). ***In no circumstance may an individual be deemed to have more than two parents.***

F. AO. The “AO” is the official delegated the authority at the PDS to authorize/approve EVT.

G. Serious Illness/Injury. “Serious illness/injury” is a circumstance in which a medical official determines that death is imminent or likely to occur.

#### **C7612 TRANSPORTATION EXPENSES**

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee’s PDS (***or applicable originating point***) to the airport serving the destination authorized for EVT and return;
2. Airport taxes; and
3. Air transportation, and ground transportation between interim airports. **Example:** Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

Par. C7614 contains transportation cost limitations.

B. Expenses Not Allowed

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.
2. Per diem, and excess baggage/UB charges are not payable or reimbursable.

#### **C7614 TRAVEL LIMITATIONS**

A. Routing. Travel from the employee’s PDS (place of temporary abode at which the employee/spouse/ domestic partner is located because of an official authorization) to the CONUS/non foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV’T’s advantage to purchase a ticket in foreign currency at an intermediate point.

- C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's ACTUAL RESIDENCE (APP A), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.
- D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.
- E. Accommodations. Accommodations must be in coach (*unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C3510-A*) or, when air service is not available, minimum first class ship, rail, or bus service.
- F. Special Fares. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.
- G. Authorized Transportation Mode. Air is the only authorized transportation mode (*except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost)*).
- H. U.S. Certificated Air Carriers. U.S. certificated air carriers must be used except as in par. C3525.

#### **C7616 ORDER**

The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. C3525, use of commercial aircraft; par. C2400, arranging official travel).

#### **C7618 REFUND**

An employee must repay GOV'T paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. **Example:** Return to the CONUS or non foreign OCONUS area and resignation.

#### **C7620 CHARGE TO LEAVE**

\*See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

#### **C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993**

Following are links to websites with information about leave under the Family Medical Leave Act Program.

- A. Form [WH-380](#) "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification ([29 CFR 825.306](#))).
- B. Federal Employee Entitlements under the [Family and Medical Leave Act of 1993](#).
- C. [OPM Final Regulations on Family and Medical Leave](#).
- D. [OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification](#).

#### C7624 EFFECT OF EVT ON RAT

Time spent in a CONUS/non foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 5, Part K - RAT).

#### C7626 EVT FOLLOWED BY FVT

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

#### C7628 EVT FOR MEDICAL REASONS

A. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

B. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;
2. The telephone number of the attending physician or hospital; and
3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse/domestic partner has already identified two individuals as parents for EVT and (a) subsequent request(s) for EVT elects a third parental individual to visit.

#### G. Travel in Advance of Authority Being Provided

1. Employee/Spouse/Domestic Partner Elects to Travel before Authority Is Provided. The employee/spouse/domestic partner may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:



1. Reimbursement for the round trip visitation travel already taken at personal expense, or
2. Subsequent EVT round trip travel for the interment of that sibling.

B. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7631-A1 is limited to par. C7612-A requirements, and must conform to par. C7614. Par. C7612-B lists unauthorized EVT expenses.

#### C7632 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to:

1. Arrange medical care,
2. Arrange home care services, or
3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a parent (see par. U7610-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or
4. Similar circumstances.

C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner. ***The employee/spouse/domestic partner may choose to use both EVT trips in this category ICW the needs of one parent.***

**Example**: Employee takes EVT in 2006 and again in 2010 to care for the employee's mother. In 2012 the employee's father needs to be placed in an assisted living facility. Because the employee already used the two lifetime round trips to care for the employee's mother, the employee may not be authorized EVT to care for the employee's father.

D. EVT Traveler. The employee may designate the spouse or domestic partner to travel in the employee's place or the employee may travel in the spouse's/domestic partner's place.

E. Authorization Procedure

1. The employee:
  - a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).



not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy.”

**C7634 UNUSUAL PERSONAL HARDSHIP**

A. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD COMPONENT concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Immediate Family Member’s Death), and C7632 (Incapacitated Parent). Requests for authorization/approval of GOV’T funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel without Prior Authority. GOV’T funded transportation is permitted without prior authority. If GOV’T funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. C7628-H procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

C7636 EVT TABLE

EMERGENCY VISITATION TRAVEL					
Travel Authorized	Who May Travel	Visitation Objective	Authorization	Action Required by Employee	Limitation of EVT Visit
<b><u>Medical</u></b> (Serious Illness or injury) See pars. C7602-E1 & C7628	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part M	<input type="checkbox"/> Provide required medical contact information. <input type="checkbox"/> Submission of repayment acknowledgement, if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<b><u>Immediate Family Member Death</u></b> See pars. C7602-E2 & C7630)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part M	<input type="checkbox"/> Identify deceased family member not more than 30 calendar days after travel completion. <input type="checkbox"/> Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<b><u>Employee/Family Member Death</u></b> Employee/family member dies outside CONUS/non foreign OCONUS area. See pars. C7602-E2 & C7630.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non foreign OCONUS area.	AO must authorize/ approve number of travelers	<input type="checkbox"/> Request AO approval <input type="checkbox"/> Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<b><u>Incapacitated Parent</u></b> See pars. C7602-E3 & C7632	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part M	<input type="checkbox"/> Submission of self certification acceptable to the AO <sup>1</sup> . <input type="checkbox"/> Submission of repayment acknowledgement, if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<b><u>Unusual Personal Hardship</u></b> See pars. C7602-E4 & C7634.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD COMPONENT concerned.	<input type="checkbox"/> Submission of any available documentation related to request. <input type="checkbox"/> Submission of repayment acknowledgement.	Decided on a case by case basis.

**Footnote:**

1 Self certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

**PART N: FEML**

**C7700 FEML TRANSPORTATION**

A. Policy. FEML policy is established in [DoDI 1327.06](#) (Leave and Liberty Procedures), subsection 1.j.(8). This policy is applicable to a Uniformed Service Member and a DoD civilian employee.

B. Eligibility

1. Traveler. A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

***NOTE: When a traveler on a 12-month without dependent tour to a FEML area extends for a consecutive second 12-month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.***

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command sponsored (member only)/authorized (DoD civilian employee), and
- b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

C. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.

D. Dependent Travel

- 1. A dependent may travel independently of the traveler and may travel even if the traveler does not.
- 2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

E. Number of FEML Trips

1. The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
a. At least 24 months, but less than 36 months	1
(1) Tour <b>extended</b> at least 12 months	1 additional
b. At least 36 months	2
(1) Tour <b>extended</b> for any length of time	0 additional

2. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

3. A DoD civilian employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. See Par. C7700-N if the employee does not complete the FEML tour length.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or end of the 24- or 36-month tour.
2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24-month/less than 36-month tour.
3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

G. Waiver Authority. A major command is authorized, on a case by case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

H. FEML Combined with other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

I. FEML Locations/Destinations. APP S contains a list of authorized FEML locations/destinations.

1. FEML Location. To qualify, a location must meet [DoDI 1327.06](#) requirements and be designated by an authority listed in par. C7700-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY CONSTRUCTED AIRFARE (APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city pair airfare to/from Boston:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city pair airfare between Brazil and Miami is:	\$980
Round trip city pair airfare from Brazil to St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: DUSD (MPP) IAW DoDI 1327.06;
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW [DoDI 1327.06](#).

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to/from the authorized destination.

***NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.***

3. Procurement. Commercial air transportation must be IAW par. C2800.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C4760).
- b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination, plus ground transportation cost (par. C7700-E4a).

5. Transportation Funded by a Host Government. ***If a traveler/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

K. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.***

L. Dual Allowances. A traveler/dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent ***provided*** the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

\*M. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

N. Repayment of FEML Transportation Costs. A traveler must repay FEML transportation costs if the tour is not completed, unless the lack of completion is a result of:

1. Compassionate transfer,
2. Management initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. Training needs,
5. Reporting date adjustments between losing and gaining PDSs.

O. Order

1. DD Form 1610. The [DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation (APP I4-A).

2. Travel and Transportation. TDY regulations concerning transportation accommodations and travel apply to FEML travel.

3. Commercial Air Transportation. See par. C3525.

4. Arranging Official Travel. See par. C2800.

P. Legal Authority. Legal authority for FEML is [10 USC §1599B](#); [22 USC §4081\(6\)](#).

## PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

### C7750 FUNDED R&R LEAVE TRANSPORTATION

#### A. Policy

1. [DoDI 1327.06](#), subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation.
2. Under [DoDI 1327.06](#), upon traveler request, the applicable COCOM Commander or the designated representative who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest.
3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENTCOM R&R Leave program, unless otherwise directed in JTR.

#### B. General

1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (APP I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.
3. Arranging Official Travel. See par. C2800.
4. Commercial Aircraft Use. See par. C3525.
5. Legal Authority for this Part. [10 USC §1599B](#) and [22 USC §4081\(6\) and \(8\)](#).
- \*6. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

#### C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
  - a. Standard Tour. One per 12 month period.
  - b. Contingency Tour
    - (1) One per contingency tour.
    - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
    - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
  - c. Extended Tour. Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave. See par. C7750-E5c.

3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel, the COCOM Commander may authorize the combined travel, provided it is in the GOV'T's interest.

4. 60 Consecutive Day Requirement

- a. R&R may be taken after 60 consecutive days in the APP U location are completed.
- b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. C7750-D5. *Do not send designation requests to PDTATAC.*

2. R&R Destination. The authorized R&R destination, determined IAW [DoDI 1327.06](#), is listed in APP U.

3. Alternate Destination

- a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
- b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.
- c. *If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to the alternate destination.*

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

<b><u>EXAMPLE 1</u></b>	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

<u>EXAMPLE 2</u>	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C, is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Redesignation

a. Designating Authority. PDUSD (P&R) is the designating authority for R&R locations/destinations for DoD Services.

b. Designation/Redesignation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for civilian employees and uniformed members. See JFTR, par. U7300 for uniformed member R&R transportation.

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. C2800.

4. Reimbursement. Reimbursement must not exceed the GOV'T procured transportation cost between a traveler's PDS and the authorized destination as determined in par. C7750-D2.

5. Time Limitation

- a. Standard Tour: Traveler must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.
- b. Contingency Tour: Traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***
- c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave.

F. Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible DoD civilian employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible DoD civilian employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. C7750-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.***

1. Authorized Transportation. The employee:

- a. Is authorized round trip transportation to the designated locations provided in APP U,
- \*b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW [DoDI 1400.25, Vol. 630](#).

The provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel.

2. Authority

- a. [P. L. 109-234](#) (Sec. 1603, Iraq and Afghanistan),
- b. [22 USC §4081\(6\)](#),
- c. [OSD \(P&R\) memo dated 4 May 2007](#),
- d. [P. L. 110-417](#) (Sec. 1102, Iraq and Afghanistan),
- e. [OSD \(P&R\) memo dated 20 October 2008](#) (Iraq and Afghanistan),
- f. [P. L. 111-84](#) (Sec. 1107, Pakistan),
- g. [OSD \(P&R\) memo dated 27 December 2011](#) (Pakistan),
- h. [5 USC §9904](#), and
- i. [OUSD \(P&R\) memo of 27 December 2011](#).

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

- a. 6 or more Months but Fewer than 12 Months. An employee:
  - (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and

- (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.
- b. 12 Consecutive Months. An employee:
- (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12 month service period, and
  - (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and
  - (3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).
4. Limitations. An:
- \*a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual ([DoDI 1400.25, Vol. 630](#)) and/or other personnel related written material; and
  - b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.
5. Retroactive Benefits and Gratuities. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. DoD COMPONENTS must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW [OUSD \(P&R\) memo dated 27 December 2011](#).***

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

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

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

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

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

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

## AGENCY

A. **Includes:**

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

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

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

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

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

## **BAGGAGE**

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

B. GOV'T material may be included.

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

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

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

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

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

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

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

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

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

**BLANKET ORDER.** See **ORDER.**

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

**BUSINESS CLASS.** See **ACCOMMODATIONS.**

## **CALENDAR DAY**

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

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

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

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

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

**\*COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

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

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

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

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

**\*COMMUTED RATE (*Civilian Employee Only*).** A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation can be found at

<http://www.gsa.gov/portal/content/105054>, <http://www.moving.org/> (AMSA) or the appropriate office designated in your Service/DoD COMPONENT. See JTR, par. C5160-D4.

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

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

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

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

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

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

**CONTINGENCY OPERATION.** A military operation that:

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

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

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

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

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

**\*DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

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

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

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

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

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

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

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

*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 GSBGA decisions**

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

<b><u>EXAMPLE 1</u></b>	
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
<b><u>EXAMPLE 2</u></b>	
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
<b><u>EXAMPLE 3</u></b>	
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 Hawai'i 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). See [52 Comp. Gen. 936 \(1973\)](#) )

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

1. A general or Service organizational mess, including messing facilities of a state owned National Guard

Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

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

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

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the GOV'T for 60 or more days from a commercial firm.

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

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

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

2. \$10/day.

B. Standard GMR. The standard GMR is:

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

2. \$11.70/day.

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

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

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

**GOVERNMENT QUARTERS (GOV'T QTRS)**

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

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodging or other QTRS obtained by GOV'T contract;

3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

**B. Adequacy Standards**

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

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

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

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

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

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

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

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

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

*(non-GOV'T) credit card not issued under the GTCC program.*

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HELPING VERB FORMS.** The following usages apply:

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

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

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

- A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.
- B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.
- C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.
- D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

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

**HOUSEHOLD GOODS (HHG)**

A. ***UNIFORMED MEMBER***

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

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.
3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.
4. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for a member ordered to locations listed in APP F;
  - e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
  - f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
  - g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
  - i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
5. HHG *do not* include:
  - a. Personal baggage when carried free on commercial transportation;
  - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
  - c. Live animals including birds, fish and reptiles;
  - d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
    - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

- (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
  - e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
  - f. HHG for resale, disposal or commercial use;
  - g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.
6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
  - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
    - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
    - (2) No storage is required, and
    - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in APP F;

- e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
- f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
- g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

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

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

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

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

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

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

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

**INCIDENTAL EXPENSES.** See **PER DIEM.**

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

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a

Uniformed Services retiree.

2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

### **MILEAGE ALLOWANCE**

#### **A. Local and TDY Travel**

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

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

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

### **MISCELLANEOUS CHARGE ORDER (MCO)**

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

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

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

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

1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

### **MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:

- a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

#### MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

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

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

**NON-FOREIGN OCONUS AREA.** The states of 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.

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**PER DIEM ALLOWANCE**

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

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

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

C. Lodging

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

D. Lodging Tax

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

E. Meals. The per diem allowance:

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

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;

3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

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

G. Laundry

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

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

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). 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 payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

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

**A. UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.
2. Geographic Limits. The PDS geographic limits are:
  - a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) 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, Hawai'i) 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. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

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

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

- (1) Appointment to regular Service from civilian life or from an RC;
- (2) Being called to active duty (including for training) for 20 or more weeks;
- (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
- (4) Enlistment or induction into the Service (regular or during emergency); or
- (5) Temporary disability retirement.

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

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

d. The member's home upon:

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

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity)

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

1. For an employee:

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

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

**PERMANENT DUTY TRAVEL (PDT)**

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

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

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

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

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

**PLACE OF STORAGE.** Residence or authorized storage location.

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

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

**PORT OF DEBARKATION (POD)**

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

**PORT OF EMBARKATION (POE)**

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

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

**POST OF DUTY.** *PDS* An OCONUS PDS.

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

**UNIFORMED MEMBER ONLY:**

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

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

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

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

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

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

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

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3325-F/C3325-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

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

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

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.

2. **CIVILIAN EMPLOYEE**

a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

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

**PRIVATIZED HOUSING**

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).

2. Privatized housing *is not*:

a. GOV'T QTRS,

b. GOV'T-controlled QTRS, nor

c. Private sector housing.

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

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

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

B. Exclusions. Excluded from PBP&E are:

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

2. Sports equipment; and

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. MEMBER OR EMPLOYEE

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

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

**D. MEMBER'S DEPENDENT SPOUSE**

1. General
  - a. This is *not* applicable to an *employee's* dependent spouse.
  - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
  - a. Reference material,
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
  - d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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

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

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

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

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

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

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

**RESERVE COMPONENT (RC).** The:

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

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

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,

- (3) Organization of the Joint Chiefs of Staff,
  - (4) Uniformed Services University of the Health Sciences,
  - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

**SECRETARY CONCERNED**

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

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

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

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

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

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

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

**SERVICES**. See **UNIFORMED SERVICES**.

**SHORT DISTANCE MOVE**

A. **UNIFORMED MEMBER**

1. A move:
  - a. Involving HHG drayage or shipment for a short distance between residences;
  - b. To or from a NTS facility in the member's PDS area;
  - c. In the member's last PDS area when the member is authorized a final move during a separation or

retirement;

- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

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

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

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

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

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

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

**STANDARD GOVERNMENT MEAL RATE (GMR)**

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

**STORAGE IN TRANSIT (SIT)**

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

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

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

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

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

**TEMPORARY DUTY (TDY)**

A. **UNIFORMED MEMBER**

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

B. **CIVILIAN EMPLOYEE**

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

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

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

**TEMPORARY LODGING FACILITIES**

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

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

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

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

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## TERRITORY OF THE UNITED STATES

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

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

B. Incorporated vs. Unincorporated

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

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

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

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

**TRANSPORTATION EXPENSES**. The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

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

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

### TRANSPORTATION, POV

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

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

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

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

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

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

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

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

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

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

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

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV’T or employed (under [5 USC §5703](#)) intermittently in the GOV’T’s service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV’T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC)**

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

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

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV’T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and

- c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

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

**TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)**

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

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

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

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

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

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

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

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

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

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

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

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

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

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

**U.S. INSTALLATION**

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

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

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

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

**APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)**

**PART 2: ACRONYMS (JFTR/JTR)**

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

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

<b><u>Acronym</u></b>	<b><u>Meaning</u></b>
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. <b><i>NOTE: Does not apply to any other form of personal credit card.</i></b>
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>
*MTF	*Military Treatment Facility
NIST	National Institute of Standards and Technology (C)
*NMA	*Non Medical Attendant
NOAA	National Oceanic and Atmospheric Administration ( <i>same as USNOAA</i> )
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Contiguous United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service ( <i>same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;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)

<b><u>Acronym</u></b>	<b><u>Meaning</u></b>
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty ( <i>same as TDY</i> )
TCS	Temporary Change of Station (C)
TDRL	Temporary Disability Retired List (U)
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 (U)
TLE	Temporary Lodging Expense – CONUS (U)
TMC	Travel Management Center ( <i>same as CTO</i> )
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (C)
TQSE	Temporary Quarters Subsistence Expenses (C)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (C)
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 (C)
UTD	Uniformed Travel Determination (U)
VA	Department of Veterans Affairs (C)
VAMC	Veterans Affairs Medical Center (U)
VPC	Vehicle Processing Center
WAE	When Actually Employed (C)
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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