

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 575****1 SEPTEMBER 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 September 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 81-13(E) -- Add CBCA Decision Authorizing Exception to Policy for Reimbursement of Relocation Expenses**. Adds CBCA Decision 3294-RELO; dated 29 May 2013 to JTR, par. C2200-D2, authorizing an exception to the general rule by allowing cost reimbursement if the agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred. Affects par. C2200-D2.

**CAP/MAP 91-13(E) -- Consumables Originate**. Clarifies that consumable goods may be shipped (originate) from the same authorized locations as for HHG. State Department advised that they allow the same “origins” for consumables as for HHG. Affects par. C5154-D.

**CAP/MAP 97-13(I) -- Rental Car Insurance in Foreign Countries**. Clarifies that Rental Car Insurance is a reimbursable expense when required by a foreign country and not based specifically on a requirement by a rental car company within a foreign country. Affects APP G.

**CAP/MAP 104-13(I) -- Tour Length Change for Lajes AB, Portugal**. Changes the tour length for Lajes AB, Portugal to 12 months unaccompanied. This is effective 9 August 2013 and only applies to new assignments. Affects APP Q1.

**CAP/MAP 105-13(I) -- APP Q1 Korea Footnote 4**. Clarifies that only personnel under U.S. Forces Korea control must receive U.S. Forces Korea permission for command sponsorship. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval. Affects APP Q1.

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

**CHANGE 575**

**1 SEPTEMBER 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.

JTR	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12
Title Page	564	564	564	564	564	564	564	564	564	564	564	564	551	551
Cover Letter	575	574	573	572	571	570	569	568	567	566	565	564	563	562
Record of Changes	575	574	573	572	571	570	569	568	567	566	565	564	563	562
Introduction	574	574	563	563	563	563	563	563	563	563	563	563	563	559
Crosswalk (1-3)	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Table of Contents	573	573	573	572	554	554	554	554	554	554	554	554	554	554
<b>Chapter 1</b>														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part A	574	574	573	572	571	559	559	559	559	559	559	559	559	559
Part B	574	574	571	571	571	559	559	559	559	559	559	559	559	559
Part C	574	574	557	557	557	557	557	557	557	557	557	557	557	557
Part D	574	574	570	570	570	570	556	556	556	556	556	556	556	556
Part E	556	556	556	556	556	556	556	556	556	556	556	556	556	556
<b>Chapter 2</b>														
TOC	564	564	564	564	564	564	564	564	564	564	564	564	558	558
Part A	574	574	573	566	566	566	566	566	566	566	561	561	561	561
Part B	574	574	566	566	566	566	566	566	566	566	564	564	562	562
Part C	575	574	573	565	565	565	565	565	565	565	565	561	561	561
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	574	574	564	564	564	564	564	564	564	564	564	564	558	558
Part F	563	563	563	563	563	563	563	563	563	563	563	563	563	558
Part G	574	574	566	566	566	566	566	566	566	566	558	558	558	558
Part H	574	574	558	558	558	558	558	558	558	558	558	558	558	558
Part I	574	574	568	568	568	568	568	568	567	560	560	560	560	560
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	558	558	558	558	558	558	558	558	558	558	558	558
Part L	574	574	558	558	558	558	558	558	558	558	558	558	558	558
<b>Chapter 3</b>														
TOC	574	574	570	570	570	570	558	558	558	558	558	558	558	558
Part A1	574	574	566	566	566	566	566	566	566	566	562	562	562	562
Part A2	574	574	573	570	570	570	566	566	566	566	562	562	562	562
Part B	566	566	566	566	566	566	566	566	566	566	564	564	558	558
Part C	574	574	566	566	566	566	566	566	566	566	565	565	558	558
Part D	574	574	573	570	570	570	566	566	566	566	565	565	558	558
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	574	574	570	570	570	570	566	566	566	566	561	561	561	561
Part G	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part H	574	574	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
<b>Chapter 4</b>														
TOC	574	574	572	572	570	570	565	565	565	565	565	564	560	560
Part A	572	572	572	572										
Part B1	574	574	572	572										

JTR	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12
Part B2	572	572	572	572										
Part B3	574	574	572	572										
Part B4	572	572	572	572										
Part B5	572	572	572	572										
Part C	572	572	572	572										
Part D	572	572	572	572										
Part E	572	572	572	572										
Part F	572	572	572	572										
Part G	574	574	572	572										
Part H	572	572	572	572										
Part K	572	572	572	572										
Part L	572	572	572	572										
Part Z	572	572	572	572										
<b>Chapter 5</b>														
TOC	573	573	573	570	570	570	565	565	565	565	565	558	558	558
Part A	574	574	571	571	571	569	569	562	562	562	562	562	562	562
Part B	571	571	571	571	571	570	566	566	566	566	565	562	562	562
Part C1	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part C2	574	574	555	555	555	555	555	555	555	555	555	555	555	555
Part C3	565	565	565	565	565	565	565	565	565	565	565	558	558	558
Part C4	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part C5	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part D1	575	574	556	556	556	556	556	556	556	556	556	556	556	556
Part D2	574	574	573	556	556	556	556	556	556	556	556	556	556	556
Part D3	573	573	573	563	563	563	563	563	563	563	563	563	563	562
Part D4	571	571	571	571	571	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	571	571	571	571	564	564	564	564	564	564	564	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	559
Part G	564	564	564	564	564	564	564	564	564	564	564	564	563	558
Part H1	569	569	569	569	569	569	569	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	573	573	573	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	573	573	573	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	571	571	571	571	551	551	551	551	551	551	551	551	551
Part M	574	574	571	571	571	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	574	574	565	565	565	565	565	565	565	565	565	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
Part Q2	569	569	569	569	569	569	569	551	551	551	551	551	551	551
Part Q3	551	551	551	551	551	551	551	551	551	551	551	551	551	551
Part R	573	573	573	555	555	555	555	555	555	555	555	555	555	555
Part S	573	573	573	565	565	565	565	565	565	565	565	564	558	558

JTR	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12
<b>Chapter 6</b>														
TOC	570	570	570	570	570	570	554	554	554	554	554	554	554	554
Part A	571	571	571	571	571	571	567	567	567	563	563	563	563	560
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
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	563	546
Part C4	542	542	542	542	542	542	542	542	542	542	542	542	542	542
Part C5	569	569	569	569	569	569	569	546	546	546	546	546	546	546
Part D	574	574	526	526	526	526	526	526	526	526	526	526	526	526
Part E	570	570	570	570	570	570								
<b>Chapter 7</b>														
TOC	573	573	573	562	562	562	562	562	562	562	562	562	562	562
Part A	567	567	567	567	567	567	567	567	567	530	530	530	530	530
Part B	567	567	567	567	567	567	567	567	567	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	567	567	567	567	560	560	560	560	560
Part E	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part F	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part G	567	567	567	567	567	567	567	567	567	560	560	560	560	560
Part H	567	567	567	567	567	567	567	567	567	557	557	557	557	557
Part I	567	567	567	567	567	567	567	567	567	560	560	560	560	560
Part J	567	567	567	567	567	567	567	567	567	546	546	546	546	546
Part K	567	567	567	567	567	567	567	567	567	560	560	560	560	560
Part L	571	571	571	571	571	571	567	567	567	560	560	560	560	560
Part M	571	571	571	571	571	571	567	567	567	562	562	562	562	562
Part N	574	574	571	571	571	571	567	567	567	560	560	560	560	560
Part O	574	574	571	571	571	571	567	567	567	566	560	560	560	560
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	560	560
Part R	567	567	567	567	567	567	567	567	567	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	567	567	567	567	534	534	534	534	534
Part V	536	536	536	536	536	536	536	536	536	536	536	536	536	536
Part W	573	573	573											
<b>Appendix A</b>														
Part 1	573	573	573	572	571	570	569	568	566	566	562	562	562	562
Part 2	572	572	572	572	571	569	569	568	562	562	562	562	562	562
<b>Appendix E</b>														
TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	570	570	570	570	570	570	560	560	560	560	560	560	560	560
Part 2	570	570	570	570	570	570	568	568	560	560	560	560	560	560
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	560	560
<b>Appendix F</b>														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	562	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
<b>Appendix G</b>														
APP G	575	573	573	570	570	570	569	567	567	566	565	564	563	554
<b>Appendix H</b>														
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

JTR	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12
Part 2A	570	570	570	570	570	570	560	560	560	560	560	560	560	560
Part 2B	570	570	570	570	570	570	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	570	570	570	570	543	543	543	543	543	543	543	543
Part 3B	562	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 3C	570	570	570	570	570	570								
Part 4A	559	559	559	559	559	559	559	559	559	559	559	559	559	559
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	570	570	570	570	543	543	543	543	543	543	543	543
Part 5B	570	570	570	570	570	570	543	543	543	543	543	543	543	543
<b>Appendix I</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	570	570	570	570	570	570	551	551	551	551	551	551	551	551
Part 2	570	570	570	570	570	570	558	558	558	558	558	558	558	558
Part 3	570	570	570	570	570	570	566	566	566	566	551	551	551	551
Part 4	572	572	572	572	570	570	551	551	551	551	551	551	551	551
<b>Appendix O</b>														
TOC	565	565	565	565	565	565	565	565	565	565	565	544	544	544
APP O	574	574	573	570	570	570	568	568	559	559	559	559	559	559
<b>Appendix P</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	574	574	573	570	570	570	541	541	541	541	541	541	541	541
Part 2	574	574	570	570	570	570	556	556	556	556	556	556	556	556
<b>Appendix Q</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	575	573	573	572	567	567	567	567	567	563	563	563	563	562
Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	563	563	563	563	563	563	563	563	563	563	563	563	563	562
Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
<b>Appendix R</b>														
TOC	570	570	570	570	570	570	541	541	541	541	541	541	541	541
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part 2	570	570	570	570	570	570	568	568	557	557	557	557	557	557
<b>Appendix S</b>														
APP S	568	568	568	568	568	568	568	568	566	566	564	564	563	560
<b>Appendix T</b>														
TOC	540	540	540	540	540	540	540	540	540	540	540	540	540	540
APP T	544	544	544	544	544	544	544	544	544	544	544	544	544	544
<b>Appendix U</b>														
APP U	558	558	558	558	558	558	558	558	558	558	558	558	558	558
<b>Appendix W</b>														
APP W	574	574	563	563	563	563	563	563	563	563	563	563	563	562

## PART C: TRAVEL ORDER

### C2200 GENERAL

A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the GOV'T of official travel, transportation, and reimbursable expenses. *See APP I for more information on travel orders.*

B. Official Travel Conditions. The order establishes conditions for GOV'T funded official travel and transportation, and is the reimbursement basis for the traveler.

C. Issuance Prior to Travel. An order should be issued before travel is performed.

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.

\*2. *Expenses incurred before receipt of a written or oral order are not reimbursable unless the agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, 29 May 2013](#)).*

E. Travel Order Necessity

1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.

2. An order is *not* necessary when:

a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and

b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.

3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

### C2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:

a. May be retroactively corrected to show the original intent, and

b. *Must not be revoked/modified retroactively to create/deny/change an allowance ([24 Comp. Gen. 439 \(1944\)](#)).* **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.

2. A TDY location can be changed to a PDS but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

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

1. Authorized only in advance of travel, or

2. Approved only after travel is completed, or

3. Authorized and/or approved.

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

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

D. Deductible Meals. See par. C4205 regarding the effect of deductible meals on meal rates.

## C2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

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

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, ***the AO must promptly issue a confirmatory written order.***

2. An oral order:

- a. Given in advance of travel,
- b. Subsequently confirmed in writing giving the date of the oral order, and
- c. Approved by competent authority

meets the requirement for a written order.

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

## C2215 ITINERARY VARIATION

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

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

4. Travel to additional destinations.
- B. Variation *Not* Authorized in the Order. Itinerary variation:
1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.
  2. Must not be substituted for inadequate advance preparation.
  3. Does not create a blanket order.

#### **C2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER**

- A. Effective Date of Order. When determining the travel and transportation allowances and reimbursable expenses under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:
1. When received by the traveler for travel performed by the traveler/dependents after order receipt, or
  2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.
- B. Retroactive Modification. See par. C2205 for retroactive modification and authorization/approval.

#### **C2225 BLANKET/REPEAT TDY ORDER**

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

- A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:
1. Time limit contained in the order,
  2. Automatic cancellation upon PCS,
  3. End of the fiscal year, or
  4. Revocation.
- B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.
1. Identification as a “blanket/repeat” TDY order;
  2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;
  3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
  4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
  5. The reason(s) the blanket/repeat TDY order is necessary;
  6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;

7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;
8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate.

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

D. AEA

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA *must not be authorized* as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
3. See par. C4315 for AEA limitations.

**C2230 TDY TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)**

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY ([68 Comp. Gen. 465 \(1989\)](#)):
  - a. The duties to be performed are temporary in nature,
  - b. The assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round trip TCS or PCS expenses.
2. The traveler's PDS is where the traveler spends, and is expected to spend, the most time.
3. The "temporary" designation of a traveler's duty station on an order is not necessarily controlling.
4. Long term TDY should not exceed 180 consecutive days ([64 Comp. Gen. 205 \(1985\)](#); [62 id. 560 \(1983\)](#)).

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C2230-C ([36 Comp. Gen. 757 \(1957\)](#)).
2. Extensions
  - a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
  - b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;

3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.

C. TDY Periods in Excess of 180 Consecutive Days

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

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

- a. The Secretary Concerned,
- b. Service Headquarters, if delegated,
- c. DoD COMPONENT Director,
- d. The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent), or
- e. Commander/Deputy Commander of a Combatant Command.

*This authority must not be re-delegated, except as stated for Service Headquarters.*

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

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

- a. Approve the order as written, or
- b. Direct that the order be amended to:
  - (1) Terminate the duty and return the traveler to the old station or assign a new station,
  - (2) Change the assignment from TDY to a PCS,
  - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or
  - (4) Authorize a TCS (C2230-E), *and*
- c. Ensure the tax information in par. C2230-E is in the TDY order remarks section.

5. Per Diem

a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. C4800.

b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November 1976). *Authorization/approval to exceed the 180-day TDY limitation is essential.*

6. Civilian Employees Deployed to Afghanistan/Iraq Supporting Ongoing Contingency Operations

- a. The requirements in par. C2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (APP A).
- b. The USD (P&R) memo, '[Building Increased Civilian Deployment Capacity](#)' of 12 February 2008 recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months.
- c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.
- d. The waiver authority does not require USD (CPP) review; however, the authority must be in the GOV'T's interest.
- e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1000-A).
- f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. C5191).

7. Previous Long-Term TDY Assignment

- a. Taxable TDY Period. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment (within a 7 month time frame after return to the PDS); this second TDY period could be considered, by the IRS, to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period.

- b. 7-Month Period Requirement

- (1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.
- (2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

8. Agency Liability for Employment Taxes. Approving officials and Agencies must be aware that sending a traveler on TDY to one location for a year or more may result in Agency liability for employment taxes related to the TDY because the IRS considers such duty as a permanent move.

D. Temporary Change of Station (TCS) Instead of Extended TDY

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.
2. Discretionary TCS allowances, authorized in the GOV'T's interest and IAW par. C5715-B, expire when the TCS mission is completed. See Ch 5, Part O.

E. Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the traveler of the potential federal, state, and local income tax obligations if the TCS/TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***
2. A traveler who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. C5650 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.
4. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for ITRA.
5. An IRS statute, ([26 USC §162\(a\)](#)) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.
6. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. TDY Assignment *Initially* Expected to Last Less than 1 Year

1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) ([CBCA 2594-TRAV, 13 April 2012](#)).
2. When an AGENCY has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time ). See the [IRS website](#). See par. C4790 for ITRA.
  - a. **Example 1:** An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the AGENCY learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. Taxation of all time at the TDY location preceding the time that the decision is reasonably known is considered temporary and the IRS will determine taxability.
  - b. **Example 2:** An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year, or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.
3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

**Example:** Traveler's PDS is Alexandria, VA. The traveler performs a long-term TDY assignment in Atlanta, GA, for 179 days. The TDY ends and the traveler returns to the PDS in Alexandria, VA. The traveler remains at the PDS for 6 months and then returns to the previous TDY location in Atlanta, GA, to perform another 179-day TDY. The second TDY may be considered by the IRS to be a part of the previous TDY assignment and taxable because the traveler did not remain at the PDS in Alexandria for more than 7 months before returning to Atlanta to perform another TDY.

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**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION ([FTR §302-7](#))**

**SECTION 1: GENERAL**

**C5150 GENERAL**

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A -- HHG transportation).

**C5152 ELIGIBILITY**

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

**C5154 BASIC ALLOWANCES**

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
  - (a) CONUS isolated PDS;
  - (b) OCONUS PDS to which HHG transportation is limited;
  - (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or
  - (d) TCS (par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee. See par. C2304 for baggage allowances. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials. See par. C5154-F2 when the employee is financially responsible for HHG transportation expenses.

<b>Transportation of HHG and PBP&amp;E (§302-7.6)</b>	
<b><u>Category of Employee</u></b>	<b><u>Authorized Origin/Destination</u></b>
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from GOV'T service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at GOV'T expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

***NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.***

C. Professional Books, Papers, and Equipment (PBP&E) (APP A)

1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)). ***A POV may not be shipped as PBP&E per [FTR §302-9.302](#).***

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

- a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.
- b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.
- c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:
  - a. The transportation cost is not chargeable to travel and transportation expenses appropriations.
  - b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
  - c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
  - d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.
  - e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.18](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. Example: The typical administratively limited weight allowance is 4,500 lbs net weight. The employee has 1,000 lbs. of PBP&E. The PBP&E is shipped in addition to the 4,500 lbs net weight of HHG.
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

D. Additional Consumable Goods ([FTR §300-3.1](#))

- \*1. An employee, assigned to an OCONUS PDS designated in APP F1, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.
- \*2. The consumable goods must be for the employee's and/or dependents' personal use.
- \*3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.
- \*4. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
- \*5. Procedures for adding a location to the list are contained in APP F2.
- \*6. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
- \*7. The employee's PCS order should show the consumable items authorized weight allowance in APP F1.

E. Weight Additive Articles ([FTR §302-7.21](#)). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. [GSBCA 16131-RELO, 21 July 2003](#). *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

- a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
- b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
- c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
- d. SIT NTE 90 days, as applicable. See par. C5190-B1.

***NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 1-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C. In all circumstances, HHG delivery must be completed within the time limitations in par. C5035.***

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (APP A -- Household Goods);
- d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);
- e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,
- f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. [DTR 4500.9-R, Part IV, Ch 401](#).
- g. The relocating employee is financially responsible for reimbursing the GOV'T for all HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at GOV'T expense is a shipment weight of 20,000 pounds gross weight, which includes the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials; or (2) the administrative weight allowance of 5,000 pounds (4,500 pounds net weight plus 500 pounds packing materials weight allowance).

G. HHG Transportation and Storage Documentation ([FTR §302-7.104](#))

1. Form and Voucher Preparation. [DoDFMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

2. Documents

a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoDFMR](#) procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims ([FTR §302-7.12](#)). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (APP A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

***NOTE: The total GOV'T expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).***

J. Employee with an Employee or Uniformed Service Member Spouse/Domestic Partner. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#). JFTR, par. U5012-C for HHG transportation for a uniformed member whose spouse/domestic partner is a civilian employee when both are authorized HHG shipments to the same new PDS.

**Example 1.** An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per JFTR, par. U5310. The employee's PCS HHG

weight allowance is 18,000 lbs net weight per par. C5154-B. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

**Example 2.** An employee-married-to-another-employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. *Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees.* [GSBCA 16608-RELO, 3 August 2005.](#)

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. [B-138678, 22 April 1959](#) and [52 Comp. Gen. 293 \(1972\)](#).

**NOTE: SIT is not authorized.**

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.
- d. The net weight limitation of 18,000 lbs (par. C5154-B) and 4,500 lbs (par. C5168) do not apply to this HHG transportation.

**APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR/JTR, Chs 3, Part D and Chs 2, Part L.

C. Voucher Submission. [DoDFMR, Vol. 9, Travel Policy and Procedures](#) prescribes the voucher submission requirements, with supporting authority. Funds are obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. A traveler is authorized certain necessary travel and transportation related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>ATM Use (Civilian Employee).</b></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p><b>ATM Use (Uniformed Member)</b></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.</p> <p>3. <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p><b>Baggage, Excess Accompanied (Transportation Cost).</b> Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3105 and JTR, par. C3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.</p>	X	X	X	X
<p><b>Baggage Expenses.</b> Reimbursement may be authorized/approved for necessary travel and transportation related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (APP A 'Baggage' definition) when the Service/DoD COMPONENT determines the baggage and related expenses are necessary and in the GOV'T's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:</p> <p>1. <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</p> <p>2. <u>Baggage Storage</u> when charges are result of official business (with explanation).</p> <p>3. <u>Curbside Baggage Check In Fee</u></p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>a. <b>Uniformed Member.</b> Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized. A tip, separate from the fee itself, is reimbursable.</p> <p>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p><b>Baggage Handling Tips.</b> Reimbursement is authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. <b>Uniformed Member</b></p> <p>a. <b>Transportation Terminal.</b> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. <b>Lodging Establishment.</b> Reimbursement is authorized <i>only</i> for transportation related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.</p>	X	X	X	X
<p><b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.</p>	X	X	X	X
<p><b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (<a href="#">52 Comp. Gen. 73 (1972)</a>).</p>	X	X	X	X
<p><b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p><b>Communication Services.</b> GOV'T owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p><b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p><b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.</p>	X	X	X	X
<p><b>Currency Conversion Fees</b></p> <p>1. <b>Reimbursable</b></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The "international transaction fee" for official qualifying transactions charged by:</p> <p>(1) <b>GTCC.</b> This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <b>Other than GTCC.</b> When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
charge on a non GTCC billing statement is reimbursable.				
2. <b>Not Reimbursable.</b> Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</b>				
3. <b>Exchange Rates.</b> A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. <b>Supplemental Vouchers.</b> A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
<b>Conveyance, Government.</b> When a GOV'T conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are:  <ol style="list-style-type: none"> <li>1. Gasoline and oil;</li> <li>2. Parking fees;</li> <li>3. Repairs;</li> <li>4. Ferry fares;</li> <li>5. Bridge, road or tunnel tolls;</li> <li>6. trip insurance for travel in foreign countries (APP G, Insurance, Driving Related);</li> <li>7. Guards; and</li> <li>8. Storage fees.</li> </ol>		X		X
<b>Disease Prevention Measures.</b> When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Energy Surcharge Fees</b>	X	X	X	X
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b>  <ol style="list-style-type: none"> <li>1. <b>Late Payment Delinquent Fees.</b> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <a href="#">DoDFMR, Volume 9, Ch 3, par. 031306</a> for definition of mission critical personnel and processing requirements.</li> <li>2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.</li> <li>3. <b>Chip/PIN Card Issue Fee.</b> Reimbursable when authorized/approved by the AO.</li> </ol> <b>See Merchant Surcharge</b>	X	X	X	X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>*Insurance, Driving Related.</b> Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance or POC.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Laundry/Dry Cleaning Expenses (Civilian Employee Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel <b>within</b> CONUS requires at least 4 consecutive nights lodging.  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X
<b>Laundry/Dry Cleaning Expenses (Uniformed Member Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc.  <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i>  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>License/Permit, International Driver's</b>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
<b>Lodging, Dual.</b> Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. U4135-B2) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<b>Lodging, Mandatory Fees/Charges.</b> Separately reimbursable, in addition to room rate, when the expense is:  a. not optional; and  b. approved by the AO.  Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'			X	X
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>Lodging Tax</b> (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).</p> <p>1. <b>Reimbursable.</b> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.</p> <p>2. <b>Not Reimbursable.</b> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>.</p>	X	X	X	X
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<p><b>Merchant Surcharge (Civilian Employee).</b></p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC.</p> <p>2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card.</p> <p>3. See <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.</p> <p>4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>			X	X
<p><b>Merchant Surcharge (Uniformed Member)</b></p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with:</p> <p>a. The GTCC, or</p> <p>b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel.</p> <p>2. See <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.</p> <p>3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>	X	X		
<p><b>Mission Related Expenses.</b> Mission related expenses <i>are not reimbursable as travel expenses</i>. These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), use of clerical assistance (e.g., typists, data processors, stenographers), technology equipment (e.g., computers, printers, faxing machines, and scanners), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See <a href="#">B-166411, 3 September 1975</a>; <a href="#">B-198823, 10 December 1980</a>; and <a href="#">B-198824, 23 January 1981</a>. See <a href="#">DoDFMR Volume 10, Ch 11</a> for reimbursement.</p>				
<p><b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b></p> <p>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.</p> <p>2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted.</p> <p>3. <a href="#">59 Comp. Gen. 609 (1980)</a>, <a href="#">59 id. 612 (1980)</a>, <a href="#">60 id. 630 (1981)</a>, and cases cited therein.</p> <p>4. The AO should consider if the:</p> <p>a. Traveler acted reasonably and prudently in incurring lodging expenses;</p> <p>b. Traveler had a reasonable expectation of completing the TDY as authorized;</p> <p>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and</p> <p>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</p>		X		X
<p><b>Paper Tickets.</b> Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i></p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JFTR, par. U4925 and JTR, par. C4760.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>	X	X	X	X
<p>1. <u>Reimbursement Eligibility</u></p> <p>a. <u>General.</u> Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> <li>(1) Member,</li> <li>(2) Employee, and</li> <li>(3) Dependent (member’s and/or employee’s),</li> </ul> <p>b. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> <li>(1) Assigned to a foreign OCONUS area,</li> <li>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</li> <li>(3) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> <li>(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</li> <li>(2) Hired locally or transported to a foreign OCONUS area at GOV’T expense,</li> <li>(3) Serving under a service or renewal agreement, and</li> <li>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</li> <li>(5) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>d. <u>Dependent</u> (Member’s or Employee’s). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> <li>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</li> <li>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor’s continued assignment/employment in a foreign OCONUS area.</li> </ul> <p>2. <u>Acquired Dependent (Uniformed Member Only).</u> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees.</u> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler’s measurable physical or behavioral characteristics that can be used to verify the individual’s identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. <b>Example:</b> The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel.</u> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV’T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel.</u> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (<a href="#">USCIS Form I-551</a>). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no fee passport. The three types of <a href="#">U.S. passports</a> are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <a href="#">regular fee passport</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. <b>Example:</b> The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations.</u> An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <p>a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required.</u> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p><b>Personal Expenses.</b> <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See <a href="#">B-166411, 3 September 1975</a>; <a href="#">B-198823, 10 December 1980</a>; and <a href="#">B-198824, 23 January 1981</a>.</p>				
<p><b>Pet Quarantine.</b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p><b>Phone Calls (Official)</b></p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official and are reimbursable (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY,</p> <p>b. May determine certain communications to reserve lodgings are official and are reimbursable, and</p> <p>c. May approve charges after TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p><b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.				
<b>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
<b>Privately Owned Conveyance Tax and License Fee</b> ( <a href="#">B-214930, 1 October 1984</a> ).  <b>CIVILIAN EMPLOYEE ONLY:</b>  A. <u>General.</u> Some states:  1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and  2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.  B. <u>Traveler Paid Charges.</u> If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met:  1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4725).  2. The traveler's PDS is not the state in which the TDY assignment is performed.  3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC.  C. <u>Documentation.</u> Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.				X
<b>Privately Owned Conveyance (POC) Use on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable:  1. Ferry fares, bridge, road and tunnel tolls;  2. Automobile parking fees; (related to official business only (except those incident to PDT)); and  3. Aircraft landing, parking, and tie down fees.		X		X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is <b>statutorily prohibited</b> by <a href="#">5 USC §5946</a> per <a href="#">GSA Bulletin FTR 08-05 of 25 June 2008</a> .				
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
<b>Rental Vehicle Reimbursable Expenses.</b> See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses  <i><b>NOTE:</b> Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</i>		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business.		X		X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO/TMC, and	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>b. When a CTO/TMC is not available.</p> <p>2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.</p>				
<p><b>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</b></p> <p><i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</i></p> <p>1. <u>CTO Use</u>. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p> <p>2. <u>Reimbursable Expenses</u>. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p> <ul style="list-style-type: none"> <li>a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.</li> <li>b. Rental cost, tax and local assessments on rental vehicle users.</li> <li>c. Necessary gas and oil.</li> <li>d. Aircraft landing and tie down fees.</li> <li>e. Transportation to and from the rental facility, public transit systems, and taxi fares.</li> <li>f. Parking; ferry fares; bridge, road and tunnel tolls.</li> <li>g. Traveler access fee (when charged).</li> <li>h. Garage, hangar, or boathouse rental.</li> <li>i. Operator's subsistence.</li> <li>j. Optional extra collision hull insurance for rental aircraft.</li> <li>k. Mandatory rental car insurance coverage required in foreign countries.</li> <li>l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</li> <li>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</li> <li>n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.</li> </ul> <p>*o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. See <a href="#">B-204486, 19 January 1982</a>.</p> <p>p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p> <p>q. <u>Rented Motor Vehicle Damage</u></p> <p>(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the <a href="#">DoDFMR, Volume 9, Ch 4</a>. Statements, itemized bills, and an accident report are typical requirements (<a href="#">47 Comp. Gen. 145 (1967)</a>). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <a href="http://www.defensetravel.dod.mil/Rental/">http://www.defensetravel.dod.mil/Rental/</a>.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(2) <b>Uniformed Non DoD Service Member:</b> A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>3. <b>Expenses that Are <i>Not</i> Reimbursable.</b> The following expenses are <i>not</i> reimbursable:</p> <p>a. <b>Personal Accident Insurance.</b> Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. <b>Rental Car Insurance in the U.S./Non-Foreign OCONUS Location.</b> A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. <b>Damage to Rental Car when Being Used on Other than Official Business.</b> Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. <b>Example: TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</b></p> <p>d. <b>Purchase of Equipment.</b> The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>e. <b>Breathalyzer Replacement Fee.</b> Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.</p>				
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
<b>Tips for Handling GOV'T Property.</b> Transportation related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
<b>Tips, Transportation Related.</b> Transportation related tips for taxis, limousines, and courtesy transportation are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4925 and JTR, par. C4760		X		X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<b>Visa and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

**PART 1: DoD MEMBERS**

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

- A. Tour Length Establishment. A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché)*: [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	N/A	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	N/A	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
Vyskov	24	12	08-11-11	<b>16</b>

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		

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

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

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

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

**NOTES:**

1. Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.
- \*4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.

5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
  6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
  7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
  8. Due to threat levels, dependents are not currently authorized at this location.
  9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
  10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
  11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
- Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.
- Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
  13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
  14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
  15. May be accompanied by adult dependents age 18 years or older.
  16. PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.
  17. As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

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

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

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

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

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