

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 580****1 FEBRUARY 2014**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 February 2014 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

**ANTHONY J. STAMILIO**

Acting Deputy Assistant Secretary of the Army  
(Military Personnel)

**DR. RUSSELL BELAND**

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

**NORMA L. INABINET**

Acting, 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:

**MAP/CAP 224-13(E) -- \$3.50 OCONUS IE Rate**. Changes the \$3.50 Incidental Expense (IE) rate as the 'default' rate when TDY to and lodged on an OCONUS U.S. Installation rather than use the locality IE rate. Affects pars. C4200-C, C4220-A2, C4290-C, C4290-D, footnote 3, C4340-B2, C4605-B2a(2), APP O, T4040-A9e, and APP O, T4040-A10.

**MAP/CAP 233-13(I) -- Maseru, Lesotho FEML**. Updates authorized FEML locations, authorized destinations and re-certification dates. Affects APP S, par. E.

**MAP/CAP 235-13(I) -- CY 2104 Mileage Rate Changes**. Changes JFTR/JTR mileage rates for CY 2014 per GSA authority effective 1 January 2014. Affects pars. C2600, C2605-B, C4440-E, C5065, and JFTR/JTR APP E2.

**MAP/CAP 237-13(I) -- ITA Memo**. Corrects DTMO hyperlink to indicate PDTATAC Staff website. Affects JFTR/JTR APP E2.

**MAP/CAP 241-13(I) -- HHG Commuted Rate**. Inserts GSA FTR [hyperlink](#), which provides future workable HHG commuted rates to determine civilian employee move cost. See [www.gsa.gov/relocationpolicy](http://www.gsa.gov/relocationpolicy) for further GSA FTR guidance. Affects par. C5160-D4, and JFTR/JTR APP A1 .

**MAP/CAP 242-13(I) -- Actual Expense for POC.** Clarifies actual expense reimbursement for POC in the JFTR and deletes JTR, par. C4740. Affects Ch 4, TOC and par. C4740.

**MAP/CAP 243-13(I) -- PMR Computations.** Computes PMR examples to reflect the correct Government Meal Rate (GMR) published in [MAP/CAP 239-13\(I\)](#) that are effective 1 January 2014. Affects JFTR/JTR APP R2, par. J.

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

**CHANGE 580**

**1 FEBRUARY 2014**

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

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Part C	574	574	574	574	574	574	574	566	566	566	566	566	566	566
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Part3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
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**PART I: MILEAGE AND MALT RATES**

**C2600 TDY & LOCAL TRAVEL**

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

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	*\$1.31	*1 Jan 2014
Automobile (If no GOV is available)	*\$0.56	*1 Jan 2014
Motorcycle	*\$0.53	*1 Jan 2014
<u>Other Mileage Rate.</u> Applies when A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when use of a GOV'T furnished vehicle is to the GOV'T's advantage.	*\$0.235	*1 Jan 2014

B. Non-Motorized Transportation Mode

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

C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. C5905 and C5915

D. POC Use Instead of GOV. See par. C4795 for POC use instead of a GOV.

**C2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL**

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

B. MALT Rate

- \*1. **Effective 1 January 2014**, the MALT rate per authorized POC is \$.235/mile. The MALT rate in effect from 1 January – 31 December 2013 was \$.24/mile.
- \*2. The \$.235/mile rate is effective for all PCS travel that commences on or after 1 January 2013 (i.e., the initial travel is started).
- \*3. PCS travel that commenced prior to 1 January 2014 must be paid at the old rate (\$.24/mile) even if the travel was not completed until after 1 January 2014.
4. Par. C5050 clarifies general information and reimbursement ICW MALT.

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

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

#### **C2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**

A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).

B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

#### **C2615 SELF-PROPELLED MOBILE HOME**

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

## CHAPTER 4

### TEMPORARY DUTY TRAVEL

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##### **SECTION B1: GENERAL**

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**PART Z: CROSSWALK FOR CHAPTER 4 REWRITE**


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**C4999 JFTR and JTR Crosswalk**

## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 3: M&IE

##### C4200 M&IE RATE DETERMINATION

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

B. CONUS Full Days

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

2. Government Meal Rate (GMR). The standard [GMR](#), plus \$5 for IE on any day the [GMR](#) rate is prescribed IAW par. C4200, or

3. Proportional Meal Rate (PMR). The [PMR](#), plus \$5 for IE on any day the AO specifies the [PMR](#) rate.

C. OCONUS Full Days

1. Locality Rate. The applicable [per diem rate](#) for reimbursement of subsistence expenses incurred during official OCONUS travel plus:

\*a. \$3.50 if the employee is TDY to a U.S. INSTALLATION and lodged in GOV'T QTRS on the U.S. INSTALLATION unless the AO determines the \$3.50 is not adequate and authorizes the locality IE rate, or

\*b. \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses when lodged off the U.S. INSTALLATION, or

\*c. The locality IE rate.

2. [GMR](#). The Standard [GMR](#) for meals in a GOV'T dining facility/mess, plus the IE rate, on any day the [GMR](#) rate is prescribed IAW par. C4200, or;

3. [PMR](#). The [PMR](#) plus the IE rate on any day the AO specifies the [PMR](#) rate.

\*4. IE Rate

\*a. Travel Order. If the AO authorizes the locality IE rate when lodged on the U.S. INSTALLATION the employee is TDY or the \$3.50 IE rate when lodged off installation, it must be stated on the order.

b. Travel Day. The \$3.50 IE rate does not apply on any day the employee is traveling.

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

1. Authority. The schoolhouse/COCOM/JTF commander:

a. Determines the appropriate meal rate (GMR, PMR or locality meal rate based on GOV'T dining facility/mess availability) regardless of what the AO puts in the TDY order, to the contrary.

b. May only specify the GMR for a day when all 3 meals are available.

- c. May only specify the PMR when at least one meal a day is available.
2. Meal Rate Information. Information about the course that provides the appropriate meal rate:
  - a. Should be documented in the order, including the source of the information, and
  - b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.
3. GOV'T Dining Facility/Mess. A GOV'T dining facility/mess is:
  - a. Available only if GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler.
  - b. *Not available* on an interim travel day, except when traveling within the AOR IAW par. C4605-B1c.
4. GOV'T QTRS. GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).

#### C4205 DEDUCTIBLE MEALS

##### A. PMR Application

1. The PMR in pars. C4200-B3 and C4200-C3 applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
2. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
3. A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
4. See APP R2, par. J for PMR computation examples.

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

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

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

1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).

2. Served during a break (not at a meal time) do not constitute a deductible meal.

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

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

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

#### C4210 NON DEDUCTIBLE MEALS

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

1. Box/'bagged' meal from a GOV'T dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the GOV'T dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. **NOTE: See par. C4605 for a traveler on TDY within a COCOM or JTF AOR.**,
2. In flight meal,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meal consumed in a GOV'T dining facility/mess,
5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or
7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with *or* without breakfast).

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

C. Limitations

1. An organization may not provide a GOV'T meal in a GOV'T dining facility/mess at no charge to a TDY employee and order it used as a deductible meal for per diem.
2. A GOV'T dining facility/mess is available only when GOV'T QTRS on the U.S. INSTALLATION where the employee is TDY are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the GOV'T dining facility/mess available to the traveler. See par. C4200.
3. DoDFMR Vol. 12, Ch 19 prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.

**C4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT**

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4205-B5 and C4205-B6 when a charge for meals is added to the lodging cost. See [CBCA-1900-TRAV, 3 MAY 2010](#).

**C4220 LODGING AND MEALS PROVIDED WITHOUT COST**

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

1. CONUS: \$5 IE; or

2. OCONUS:

\*a. \$3.50 IE, if the employee is TDY to a U.S. Installation and lodges in GOV'T QTRS on that U.S. Installation, or

\*b. The OCONUS locality [IE, or](#)

\*c. The AO may determine \$3.50 is:

\*(1) Adequate when the employee is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.

\*(2) Not adequate when the employee is lodged on a U.S. INSTALLATION. The [locality IE rate](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) may be authorized and must be stated in the order.

B. Maximum Per Diem. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum [per diem rate](#). See par. C4090-E for per diem when TDY is performed in support of a field training exercise with a military unit.

**C4230 OCCASIONAL MEALS AND/OR LODGING**

A. General. An employee may incur expenses for occasional meals and/or lodgings when lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours.

B. Authorization/Approval. The AO may authorize/approve:

1. The actual amount paid up to the [PMR](#) (no IE) in par. C4200-B3 and C4200-C3 for meals, and/or

2. [Lodging](#) up to the maximum lodging per diem rate,

when the traveler is required to purchase these items and per diem is not authorized.

C. AEA. See Ch 4, Part C if the lodging/meal costs exceed the [maximum rates](#).

**CHAPTER 4: TDY**

**PART B: PER DIEM**

**SECTION 5: QUICK REFERENCE TABLES**

**C4290 QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS**

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

A. Departure Day from PDS<sup>5</sup>

<b><u>The traveler:</u></b>	<b><u>Per Diem is Authorized at:</u></b>
Arrives at the TDY location ( <i>not</i> on a U.S. INSTALLATION) on the same day as departure from the PDS.	75% of the TDY locality M&IE rate <sup>1</sup> , plus lodging cost NTE the maximum TDY locality lodging ceiling <sup>2,4</sup> .
Arrives at the TDY location (on a U.S. INSTALLATION) on the same day as departure from the PDS. The traveler occupies GOV'T QTRS.	75% of the TDY locality M&IE rate <sup>1</sup> , plus the GOV'T QTRS cost <sup>11</sup> .
Arrives at the TDY location (on a U.S. INSTALLATION where GOV'T QTRS are available) on the same day as departure from the PDS. The employee elects to not occupy available GOV'T QTRS.	75% of the TDY locality M&IE rate <sup>1</sup> , plus the cost of lodging NTE the TDY locality lodging ceiling <sup>8</sup> .
Travels overnight and no lodging is required.	75% of the next destination locality M&IE rate <sup>1</sup> (TDY/stopover point) for the departure day.
Stops for the night en route to the TDY location. Overnight lodging is required at a stopover location.	75% of the en route stopover locality M&IE rate, plus lodging cost NTE the stopover locality lodging ceiling <sup>2,4</sup> .
Arrives at the TDY location on the same day as departure from the PDS. A reduced per diem rate is authorized under par. C4095-A.	75 % of the TDY locality M&IE rate <sup>1</sup> plus lodging cost NTE the TDY locality lodging ceiling <sup>2,4</sup> . A reduced per diem rate does not apply on the travel day to that location.

B. Whole Travel Days – CONUS<sup>5</sup>

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Travels overnight and arrives at a CONUS TDY location ( <i>not</i> on a U.S. INSTALLATION) on the day after departing the PDS.	The TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost, NTE the TDY locality lodging ceiling <sup>2,6</sup> .
Travels overnight and arrives at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The traveler occupies GOV'T QTRS.	M&IE, plus the GOV'T QTRS cost <sup>11</sup> . M&IE may be at the TDY locality rate, or PMR plus \$5 IE if the AO specifies the PMR for deductible meals <sup>6</sup> . See par. C4205 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality ( <i>not</i> on a U.S. INSTALLATION).	The TDY locality M&IE, plus the lodging cost, NTE the TDY locality lodging ceiling <sup>2</sup> , unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided <sup>2,6</sup> . See par. C4205.
Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. INSTALLATION) The traveler occupies GOV'T QTRS.	M&IE, plus the GOV'T QTRS cost <sup>11</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8</sup> plus \$5 IE, (3) PMR <sup>6,9,10</sup> plus \$5 IE. There is no per diem for field duty (pars. C4090-E and C4605). See par. C4200 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. INSTALLATION). The employee elects not to occupy available GOV'T QTRS.	M&IE, plus the lodging cost NTE the TDY locality lodging ceiling <sup>2,7</sup> . M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR <sup>8</sup> plus \$5 IE, (3) PMR <sup>6,9,10</sup> plus \$5 IE. There is no per diem for field duty (pars. C4090-E and C4605). See par. C4200 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. C4095-A.	The rate in par. C4095-A <sup>2,5,7</sup> .

C. Whole Travel Days – OCONUS<sup>5</sup>

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Travels overnight and arrives at an OCONUS TDY location ( <i>not</i> on a U.S. INSTALLATION) on the day after departing the PDS.	*The TDY locality M&IE <sup>1</sup> (unless the AO specifies the PMR for deductible meals), plus the lodging cost <sup>4</sup> , NTE the TDY locality lodging ceiling.
Travels overnight and arrives at an OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The traveler occupies GOV'T QTRS.	*M&IE, plus the GOV'T QTRS cost <sup>11</sup> . M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. <sup>1,6</sup> See par. C4200 for M&IE rate determination.
Is lodged for a whole day at an OCONUS TDY locality ( <i>not</i> on a U.S. INSTALLATION).	*The OCONUS TDY locality M&IE <sup>3</sup> , plus lodging <sup>4</sup> , NTE the TDY locality lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE <sup>3</sup> if one or two deductible meal(s) are provided. <sup>2,6</sup> See par. C4205.
Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. INSTALLATION) The traveler occupies GOV'T QTRS.	*M&IE, plus the GOV'T QTRS <sup>11</sup> cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8</sup> (3) PMR. <sup>6,9,10</sup> Add the \$3.50 IE <sup>3</sup> . There is no per diem for field duty (pars. C4090-E and C4605). See par. C4200 for M&IE rate determination.
Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. INSTALLATION). The employee elects not to occupy available GOV'T QTRS.	M&IE plus lodging cost NTE the TDY locality lodging ceiling. <sup>4,7</sup> M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR <sup>8</sup> (3) PMR. <sup>6,9,10</sup> Add the locality or \$3.50 IE. <sup>3</sup> There is no per diem for field duty (pars. C4090-E and C4605). See par. C4200 for M&IE rate determination.
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. C4095-A.	Per diem at the rate authorized under par. C4095-A. <sup>4,5,7</sup>

D. Day of Return to PDS<sup>5</sup>

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Arrives at the PDS on the same day as departure from the TDY location.	75% of the last TDY locality M&IE rate <sup>1</sup> .
Travels overnight (no lodging required) and arrives at the PDS on the day after departing the TDY location.	The departure day from the TDY location, at the last TDY locality M&IE. For the arrival day at the PDS the M&IE rate is 75% of the last TDY locality M&IE rate <sup>1</sup> .
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging <sup>2,4,5</sup> NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate <sup>1</sup> .
Requires lodging en route to the PDS, on the day travel ended.	75% of the M&IE rate, plus the lodging cost NTE the locality rate at which lodging was obtained if authorized/approved by the AO. See par. C4140.
Arrives at the PDS on the same day as departure from the TDY location at which reduced per diem was authorized.	75% of the TDY locality M&IE rate <sup>1</sup> . The reduced rate does not apply on the return day to the PDS.

**Footnotes**

<sup>1</sup> A reduced per diem rate IAW par. C4095-A and the \$3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day.

<sup>2</sup> Lodging tax is a separate reimbursable expense (APP G) in CONUS and non foreign OCONUS areas.

<sup>\*3</sup> For OCONUS travel pay the locality IE rate except \$3.50 IE rate is paid when the employee is TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION. The AO can determine that an IE of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated incidental expenses when the employee is not lodged on a U.S. INSTALLATION, but must so state in the order.. The AO can also determine the \$3.50 is not adequate when the employee is lodged on a U.S. INSTALLATION and authorize the locality IE rate, but it must be stated in the order..

<sup>4</sup> Lodging tax *is not* a separate reimbursable expense in a FOREIGN AREA.

<sup>5</sup> See APP G for reimbursement of personal laundry/dry cleaning and pressing of clothing, etc.

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

<sup>7</sup> When a reduced per diem rate is authorized in the traveler's order IAW par. C4095-A, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

<sup>8</sup> The GMR applies if the *schoolhouse or COCOM/JTF commander (not an AO)* specifies the GMR based on available GOV'T dining facility/mess during training/deployments. See pars. C4200-D when schoolhouse training is involved. See par. C4600 for deployments.

<sup>9</sup> The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training/deployments. See par. C4200-D when schoolhouse training is involved. See par.C4600 for deployments/

<sup>10</sup> The PMR applies if the AO specifies the PMR for deductible meals. See par. C4205.

<sup>11</sup> Reimbursement for GOV'T QTRS cost is NTE the locality lodging ceiling rate.

## CHAPTER 4: TDY

### PART C: AEA

#### C4300 GENERAL

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

#### C4305 JUSTIFICATION

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

B. Reasons for Authorizing/Approving AEA

1. Actual and necessary expenses (especially lodging) exceed the maximum per diem,
2. Special duties, or
3. Costs for items normally covered by per diem have escalated temporarily due to special/unforeseen events.

#### C4310 AUTHORITY/APPROVAL

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

B. AEA:

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

#### C4315 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited. ***Exception: In the event of a Presidentially Declared Disaster only, the DoD COMPONENT, using Secretarial Process, has the authority to issue a blanket authorization for AEA for the period of the Presidentially Declared Disaster for all travelers within that area.***
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA ***must not*** be authorized as part of a 'blanket' travel order.
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD COMPONENT concerned should submit a request for a per diem rate review IAW par. C4120.

4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B apply to travel on an actual expense basis unless otherwise stated in this Part.

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

**C4320 AEA DETERMINATION**

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

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Summit Meeting,
  - c. Sports event,
  - d. World's fair,
  - e. Convention,
  - f. Natural or manmade disaster (including the disaster aftermath),
  - g. Presidentially Declared Disaster or
  - h. Similar event.
3. To a location at which:
  - a. Affordable lodging is not available within reasonable commuting distance of the TDY point, and
  - b. Transportation cost to commute to and from the less expensive lodging facility would be more expensive than using less expensive lodging;
4. Requiring the traveler (and accompanying official travelers) to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations); and
5. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements, AEA at and below 300% of per diem is authorized for a traveler who is directed to travel with any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; the Surgeon General, U.S. Public Health Service; and the Chief, National Guard Bureau;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

**C4325 EXPENSES**

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

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

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

**C4330 PER DIEM AND AEA ON A SINGLE TRIP**

A traveler performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances in par. C4345-F.

**C4335 OVER 300% MAXIMUM AEA**

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

**C4340 REIMBURSEMENT**

A. Limitations

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

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

1. CONUS. \$5 in CONUS, and
2. OCONUS

\*a. \$3.50 OCONUS for all full TDY days (except interim travel days) when the employee is TDY to a U.S. INSTALLATION and stays in GOV'T QTRS on that U.S. INSTALLATION, or

\*b. The locality IE when the employee is not lodged in GOV'T QTRS on the TDY U.S. INSTALLATION, or

\*c. Exceptions. The AO may determine that \$3.50 is:

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

(2) Not adequate when the employee is lodged on a U.S. INSTALLATION. The locality IE rate may be authorized and must be stated in the order.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings Plus' method,
2. Lodging is reimbursed on an actual expense basis.
3. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.
4. Example

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

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

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

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

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

(1) \$141 (Total Per Diem) x 150% = \$211.50 = \$212

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

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

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include federal lodging program rooms ICW par.C2005-A and/or meals , and AEA reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under pars. C4310 and C4340 ([60 Comp. Gen. 181 \(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)).

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

#### **C4345 AEA COMPUTATION**

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

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

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

D. Laundry/Dry Cleaning Services. See APP G.

E. Lodging Tax. See APP G.

F. Mixed Travel Reimbursement (Per Diem and Actual Expense)

##### 1. General

a. Mixed travel involves:

(1) More than one daily maximum reimbursement rate during a single trip, and/or

(2) Reimbursement on both a per diem and an actual expense basis on a single trip.

b. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day.

c. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4230.

##### 2. Reimbursement

a. Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

b. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. C4080 applies for reimbursement when return travel to the home/PDS requires 2 or more days.

**C4350 COMPUTATION EXAMPLES**

The following are computation examples when travel is authorized on an actual expense basis; and on an actual expense and per diem basis on the same trip:

A. **Example 1: AEA Single TDY Location.** AEA authorized for lodging and M&IE paid on a per diem basis.

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

**B. Example 2: AEA to multiple TDY locations A, B, and C**

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$261/ \$71). Location B – Lodging and M&IE paid on a per diem basis, \$131 (\$85/ \$46). Location C – Lodging and M&IE paid on a per diem basis, \$136 (\$85/ \$51).			
<b><u>TDY Location 'A' Per Diem w/o AEA</u></b>		<b><u>TDY Location 'A' Per Diem Rate w/AEA</u></b>	
Maximum Per Diem - \$221		AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332)	
Lodging - \$150, M&IE - \$71		Lodging NTE \$261 (\$332 - \$71)M&IE - \$71	
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Lodging</b>
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$ 70.00
10 Sep		TDY, Location B	\$ 70.00
11 Sep	TDY, Location B	TDY, Location C	\$ 75.00
12 Sep	TDY, Location C	Residence	
<b>REIMBURSEMENT</b> (Denotes AEA Computation)			
<b>Date</b>	<b>Computation</b>		<b>Amount</b>
7 Sep	\$170 (AEA lodging) + [\$71 x 75%] = \$170 + \$53.25, TDY Location A =		\$223.25
8 Sep	\$170 (AEA lodging) + \$71 =		\$241.00
9 & 10 Sep	\$70 + \$46 = \$116/day x 2 days, TDY Location B =		\$232.00
11 Sep	\$75 + \$51 = TDY Location C =		\$126.00
12 Sep	\$51 x 75% =		\$ 38.25
<b>Total Reimbursement</b>			<b>\$860.50</b>

**C. Example 3: AEA Single TDY Location.** AEA authorized for lodging and M&IE.

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

<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>		
Maximum Per Diem - \$150		AEA authorized NTE \$225 (\$150/day x 150% = \$225/day)		
Lodging - \$99, M&IE - \$51		Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50)		
		M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50)		
ITINERARY				
Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE)			\$206.00
13 Aug	\$17			\$17.00
<b>Total Reimbursement</b>				<b>\$553.50</b>

## PART D: TRAVEL

### C4400 GENERAL

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

B. Transportation

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

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

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

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

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

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

### C4405 ACTUAL TRAVEL TIME

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

### C4410 STARTING AND ENDING TRAVEL

A. General

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

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

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

a. Ship staterooms, and

b. Train sleeping cars.

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

5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. C4415-C and C4415-D).

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

7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. C4415-B and C4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

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

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

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

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

#### **C4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**

A. General. When scheduling flights of 14 or more hours (par. C3520-C11):

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

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.
2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. C3030 for scheduled travel.
4. See par. C4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
  - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
  - b. May only be authorized when travel is to the TDY site.
  - c. Must not be authorized for the return flight if the traveler can rest before reporting back to work.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
  - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
  - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. C4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
  - a. The origin or destination is OCONUS; and
  - b. Travel is by a usually traveled route; and
  - c. Travel is by less than first/business class accommodations; and
  - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non overnight time spent at airports during plane changes*.
3. Flight Length
  - a. The flight length (14, 20, 30, 40 hours)" is not sufficient justification to authorize/approve an en route rest stop.
  - b. Flight length justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work.
  - c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.
  - d. When using flight length to justify a rest stop, the order must clearly state when the TDY travel was identified and when travel reservations were made.

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

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

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. C4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

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

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

#### **C4420 SPECIAL CONVEYANCE TRAVEL**

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. C3025-C.

**C4425 MIXED MODES TRAVEL**

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. C3010), partly by POC and partly by common carrier, is computed IAW par. C3025-E or C4765.

**C4720 BEGINNING AND ENDING TRAVEL AT RESIDENCE OR POC GARAGE/STORAGE LOCATION**

A. General

1. Round trip POC TDY travel may be authorized/approved between the residence and TDY location without requiring the traveler to first report to headquarters/the regular duty place.
2. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

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

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

**C4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION**

A. Authorization/Approval

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

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

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

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

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

**C4435 RETURN TO PDS DURING EXTENDED TDY**

A. General

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

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).
2. Return travel must be authorized/approved and included in the travel order/voucher. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.
3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. C4440.
4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)).

5. Computation Examples

a. Example 1

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

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

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

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

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

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

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

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

b. Example 2

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

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

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

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

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

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

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

c. Example 3

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

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

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

Even though the Location F per diem rate is \$113 (\$70/ \$43), the employee is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Location E.

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

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

C. Lodging Retained at TDY Location during Authorized Return

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

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

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

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

2. Reimbursement

- a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.
- b. See APP G for reimbursable expenses.

**C4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS**

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non duty hours or authorized leave periods.

B. Authorized Allowances. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.
2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location. All costs for lodging retained at the TDY location during a voluntary return is the traveler's financial responsibility.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per pars. C3210-D).

***NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate; and APP A for the GMR.***

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

A traveler performs TDY (not at a U.S. INSTALLATION) and returns to the PDS during the TDY period on the weekend for personal reasons.

The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).

AEA is not authorized.

Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.

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

\*The traveler is due \$1,497.00 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 650 miles (official distance) = 1,300 miles x \$.56/mile =			*\$ 728.00
<b>Actual Cost Total</b>			<b>*\$1,662.00</b>
<b>CONSTRUCTED COST</b>			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.56/mile =			*\$ 364.00
<b>Constructed Cost Total</b>			<b>*\$1,497.00</b>

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

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

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. C4200-B2) is \$10 plus \$5 IE for this example.

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

\*The member is due \$408.20 (constructed cost since it is less than the actual cost for this example).

**NOTE:** GOV'T dining facility/mess deductions are not made for arrival and departure days (par. C4065 and c4080). The GMR rate used in the example is for illustrative purposes only – see APP A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10 + \$5 \text{ (IE)} =$		\$ 21.00
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{day} \times 2 \text{ days} =$		\$ 42.00
16 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 370 miles (official distance) x 2 = 740 miles x \$.56/mile =			*\$414.40
<b>Actual Cost Total</b>			<b>*\$627.40</b>
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{days} \times 6 \text{ days} =$		\$126.00
16 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 370 miles (official distance) x \$.56/mile =			*\$207.20
<b>Constructed Cost Total</b>			<b>*\$408.20</b>

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

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

\*4. Example 4. TDY Per Diem & POC TDY Mileage Computation (*GOV Not Available*)

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

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

\*The traveler is due \$519 (actual cost) which is less than the constructed cost.

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
<b>REIMBURSEMENT</b>				
<b>PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED</b>				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thu	10/18	75% x \$61 =		\$ 45.75
*Four round trips of 150 miles each = 600 miles x \$.56/mile =				*\$ 336.00
Per Diem & POC TDY Mileage for Actual Travel Total =				*\$519.00
<b>GOV'T'S CONSTRUCTED COST</b>				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thu	10/18	75% x \$61 =		\$ 45.75
*One round trip of 150 miles x \$.56/mile =				*\$ 84.00
<b>Constructed Cost Total</b>				<b>*\$546.50</b>

5. Example 5. AEA Comparison

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

**C4445 TRAVEL TO AN ALTERNATE LOCATION ON NON DUTY DAYS**

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

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location.
3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

B. Examples

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

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

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**C4450 RETURN TO PDS DIRECTED DURING NON WORKDAYS**

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

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

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

C. Travel Order

1. Authorized Return. The AO must state in the travel order if the employee is:

- a. Required to return to the PDS on non workdays at GOV'T expense, or
- b. Authorized to return to the PDS at GOV'T expense during extended TDY.

2. Voluntary Return. Specific authority is not required in the travel order to allow the employee to voluntarily return to the PDS on non workdays or workdays after the close of business subject to a limitation on the per diem payment.

## CHAPTER 4: TDY

### PART F: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) AOR

#### C4600 DEFINITIONS

A. COCOM AOR. A specified location to which various forces are moved to complete operational actions in low or high intensity operations/exercises. AOR organizations are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting COCOM operations.

B. JTF. Assigned/attached elements of the Army, Navy, Marine Corps, and Air Force, or two or more of these Services, which is constituted and designated by the SECDEF or by the COCOM Commander or an existing JTF (as defined by [Joint Publication 1-02](#), DoD Dictionary of Military and Associated Terms).

C. Operational Deployment. SECDEF directed operations in support of a UN/COCOM mission. These include UN/JTF peacekeeping, nation building, humanitarian missions,; operations against an actual/potential enemy, and similar missions. The term CONTINGENCY OPERATION is defined in APP A.

D. Exercises. COCOM/CJCS training military maneuvers or simulated wartime operations whose purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, that may or may not involve more than one Service. The traveler/unit is placed in field duty.

#### C4605 TDY OPTIONS

##### A. General

##### 1. The COCOM Commander/JTF Commander:

a. Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;

b. Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

c. May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

d. Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel orders. ***NOTE: A JTF exercise must be field duty.***

2. These decisions apply to every traveler temporarily assigned for operational deployment to a COCOM and/or JTF performing duty under similar conditions within the same AOR.

3. The Secretarial Process for each Service may direct a TDY option different than the one used for a COCOM and/or JTF traveler who is:

a. Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or

b. Located in the COCOM/JTF AOR but is not part of the COCOM/JTF.

**Part F: Reimbursement Options for a Traveler on TDY within a COCOM/JTF AOR**

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**B. Regular TDY****1. General.** For regular TDY, a traveler:

a. Ordinarily travels to one or more locations away from the PDS for less than 180 days at any one location. See par. C2230 for guidance on exceptions and waiver authority to the 180 day limit.

b. Is reimbursed for lodging and M&IE IAW Ch 4, Part B or par. C4605-B2; and

***c. Receiving the GMR while TDY to a COCOM/JTF AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a traveler goes from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). GMR and the \$3.50 IE rate do not apply on days the traveler is traveling into/out of an AOR.***

**2. COCOM/JTF Temporary Dining Facilities**

a. If a traveler consumes meals at the COCOM/JTF temporary dining facility and is charged the discount GMR for the meals, reimbursement is for the discount GMR plus one of the following IE amounts:

(1) CONUS: \$5 CONUS, or

(2) OCONUS:

\* (a) \$3.50 when the employee is TDY to a U.S. INSTALLATION and GOV'T QTRS are available on the U.S. INSTALLATION or when the COCOM Commander/JTF Commander determines \$3.50 to be adequate, or

\* (b) The applicable [locality IE rate](#) when the employee's TDY location is not a U.S. INSTALLATION.

b. A COCOM/JTF traveler outside the AOR or en route to the AOR:

(1) Pays the meal rate IAW the [DoDFMR](#), and

(2) Is reimbursed IAW Ch 4, Part B.

**3. Operational Deployment.** A traveler on an operational deployment is on "regular" TDY. Exceptions for exercises are in par. C4605-D.

**C. Essential Unit Messing (EUM).** The employee is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

**D. Field Duty.** During FIELD DUTY (see APP A1), the traveler is:

1. Subsisted in a GOV'T dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar operations.

2. Furnished GOV'T QTRS or lodged in accommodations ordinarily associated with field exercises.

3. Not paid per diem when both:

a. GOV'T dining facility/mess, (including field rations, even though the employee is assessed a charge for meal(s)) and

b. GOV'T provided billeting (non transient barracks or tents)

**Part F: Reimbursement Options for a Traveler on TDY within a COCOM/JTF AOR**

are available. Reimbursement is authorized only for the discounted GMR.

4. A COCOM/JTF official may place the traveler in a field duty status if subsistence is furnished by contract.

E. Joint Task Force Operations TDY Options

<u>Subsist Ashore</u>			
<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T QTRS and GOV'T Meals - Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR <u>1</u>
	GOV'T QTRS and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR <u>2</u>
	GOV'T QTRS and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
EUM	GOV'T QTRS and GOV'T Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T QTRS and M&IE Provided	None	Employee Pays for GOV'T Meals at the Discount GMR
<u>Subsist Aboard Gov't Vessel <u>3</u></u>			
TDY	GOV'T QTRS and GOV'T Meals	None	Employee Pays for Meals
<b><u>FOOTNOTES:</u></b>			
<u>1</u> Full GMR = Food costs plus operating expenses.			
<u>2</u> Discount GMR = Food costs only.			
<u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)			

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## CHAPTER 4: TDY

### PART G: POC TRAVEL

#### C4700 AUTHORIZATION/APPROVAL

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

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

#### C4705 GENERAL

1. *POC travel may not be directed*; but is permitted:
  - a. In the GOV'T's interest, or
  - b. For the traveler's convenience.
2. POC use is encouraged when it is to the GOV'T's advantage.
3. POC use is authorized in the travel order with the appropriate TDY mileage rate (par. C2600).
4. POC use not authorized in advance of travel may be approved, by the AO in a travel order amendment, after travel. See APP I2 for travel order policy and procedures.
5. Reimbursement is authorized for parking fees, ferry fares, road, bridge, and tunnel tolls over the most direct route between the official stations involved (see APP G).
6. TDY mileage is based on the DTOD distance between authorized points (DoD Services) or from appropriate distance sources (non DoD Services).
7. Leave is IAW personnel regulations for duty hours missed as a result of POC travel.
8. This Part does not apply to POC use instead of a GOV ([B-183480, 4 September 1975](#)).
9. The per diem rate authorized in the travel order is used for computing per diem.

#### C4710 TRAVELER ELECTS TO USE A POC

- A. General. A traveler may not be prohibited from using a POC on official travel ([FTR §301-70.105](#)).
- B. POC Use Is to the GOV'T's Advantage
  1. Per diem/AEA is authorized for allowable travel time (par. C3025-C).
  2. Reimbursement for the official distance is computed at the authorized TDY mileage rate (par. C2600).

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

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

#### **C4715 800 MILES ROUND TRIP POLICY**

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

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

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

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

#### **C4725 PERSONNEL TRAVELING TOGETHER**

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

B. Traveler Responsible for Paying POC Operating Expenses. The traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance (par. C2600).

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

D. Extra Mileage to Transport Official Traveler(s)

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

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

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

**C4730 PER DIEM**

A. POC Use Is to the GOV'T's Advantage. Per diem/AEA is authorized for the allowable official travel time computed IAW par. C3025-C.

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

1. Travel performed, and
2. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

**C4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION**

A. General. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) between authorized points. See par. C4710-C.

B. Constructed Cost Comparison by Airplane

1. Coach accommodations (par. C3500) on a commercial air carrier are used as the basis for constructed cost.
2. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare, par. C3045-D3). See par. C4710-C.
3. Economy/coach accommodations (including city pair airfares) are presumed available from a carrier when economy/coach is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.
4. Air transportation constructed costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used. See par. C4710-C.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited solely to the constructed cost of coach train accommodations for the travel performed. See par. C4710-C.
2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.
3. The constructed cost comparison may be limited by the cost of extra fare service (pars. C2415 and C2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited solely to the bus transportation cost. See par. C4710-C.

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

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

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

#### **C4745 POC REPAIR**

*Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC travel.* A traveler may submit a claim for these expenses using Service procedures and the Personnel Claims Act ([31 USC §3721](#)).

#### **C4750 PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)**

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

##### B. Expense Reimbursement

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

#### **C4755 PRIVATELY OWNED BOAT**

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

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**C4760 TRAVEL TIME**

- A. POC Use Is to the GOV'T's Advantage. Necessary travel time is allowed.
- B. POC Use Is *Not* to the GOV'T's Advantage. Constructed common carrier scheduled travel time is used in computing per diem.

**C4765 MIXED MODE TRANSPORTATION**

- A. General. A traveler who travels partly by POC and partly by common carrier is authorized:
1. TDY mileage for the distance traveled by POC,
  2. The transportation cost, and
  3. Per diem for actual travel.
- B. Reimbursement
1. POC Use Is to the GOV'T's Advantage. Reimbursement is NTE TDY mileage for the official distance, plus per diem.
  2. POC Use Is *Not* to the GOV'T's Advantage. Reimbursement is NTE the cost of constructed transportation and per diem. See par. C4710-C.

**C4775 GOV'T ADVANTAGE DETERMINATION**

- A. General. POC use:
1. Is authorized when to the GOV'T's advantage.
  2. Is to the GOV'T's advantage when the AO determines that common carrier, GOV'T contract rental automobile, or GOV'T furnished transportation is not available or its use is not to the GOV'T's advantage.
  3. Authorization (see APP A) is ordinarily made in advance of travel.
- B. Considerations. GOV'T advantage determination is based on the following:
1. Mission requirements including transportation of baggage, tools, or equipment;
  2. Availability of other transportation and the effect on productive time;
  3. Duty locality in relation to traffic conditions, routing, and weather;
  4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
  5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
  6. The productive time lost for the additional travel time;
  7. POC use more efficient, economical, or results in a more expeditiously accomplished mission;
  8. No practicable commercial transportation; and/or

9. Common carrier use would be so time consuming that it would delay the mission.

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

#### **C4780 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

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

1. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:

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

for the most direct route.

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

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

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

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

C. **Transportation Terminal Parking Fees.** Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares, including allowable tips.

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

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

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

##### **E. Another Official Traveler Transported in the Same POC**

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

#### C4785 POC USE BETWEEN RESIDENCE AND TDY STATION

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

#### C4790 POC USE IN AND AROUND PDS OR TDY STATION

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

#### C4795 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

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

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

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

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

#### C4797 POC MILEAGE EXPENSES

A. Reimbursable Expenses. See APP G.

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

#### C. POC Repairs

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

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

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## PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

### C5050 MALT ([FTR §302-4.300](#))

#### A. POC Travel

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

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

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

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

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

**NOTE:** *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under [31 USC §3721](#).*

**C5055 USE OF MORE THAN TWO POCS**

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

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

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

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

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

C. Exception

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

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

E. Per Diem Rates for PDT

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

3. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

Effective 1 October 2013		
LODGING	M&IE	TOTAL
\$83	\$46	\$129

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

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

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

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

F. Per Diem Allowance Elements

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

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

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

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

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

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

a. Day Travel Begins

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

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

b. Full Calendar Days

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

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

c. Day Travel Ends

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

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

H. PDT

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

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

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

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

4. Separation Travel. Except for determining the applicable rate (NOTE above), pars. C5060-G1b(1) and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060- G1a and C5060-G1c apply. See par. C5060-E3 for the current Standard CONUS per diem rate.

**I. Per Diem Computation Examples**

**1. Example 1**

<b>PCS Travel</b>		
<u>NOTE: See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></u>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. C5060). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the 'Lodging Plus' Method</b>		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Days 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59 ) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$841.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$1,892.25</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the <u>Standard CONUS per diem rate</u> of \$129 (\$83/ \$46), par. C5060-E3.		
<b>Day 1</b> (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
<b>Day 2</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Days 3 to 8</b> , the applicable per diem rate is the lodging cost (\$346) NTE \$83 + the M&IE rate (\$46) x 6 days for a total of \$622.		
<b>Day 9</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Day 10</b> (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a>		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. C5060). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 4 days x \$129 day (Standard CONUS per diem rate) =		\$516.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$365.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$821.25</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the <a href="#">Standard CONUS per diem rate</a> of \$129 (\$83/ \$46), par. C5060-E3.		
<b>Day 1</b> (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
<b>Days 2 and 4</b> - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$83 for each day plus the M&IE rate (\$46) for each day.		
<b>Days 3 and 5</b> - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
<b>Day 6</b> (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$516), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. **Example 3**

<b>PCS Travel, Actual Costs Exceed the GOV'T Cost</b>		
<i><b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></i>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles (par. C5060). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the 'Lodging Plus' Method</b>		
Maximum allowable per diem for 8 days @ \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
<b>Total</b>		<b>\$1,367.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
<b>TOTAL TRAVEL COSTS</b>		
(\$1,367 + \$1,025.25) =		<b>\$2,392.25</b>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE</b>		
(\$1032 + dependent per diem \$738, 75% of \$1032) =		<b>\$1,806.00</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. **Example 4**

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

5. **Example 5**

PCS/Separation Travel	
<i><b>NOTE:</b> See par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a></i>	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. C5060-G).	
4. Since travel begins and ends on the same day, pars. C5060-G1a and C5060-G1c apply. Also par. C5060-H4.	
5. The maximum per diem rate at the time of travel was \$129 (\$83/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).	
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. **Example 6**

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

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

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

**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

A. General

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

B. Reimbursement Computation Example for One Car

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One POC</b>	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
*1. POC travel reimbursement is based on 2,826 miles x \$.235/mile (par. C2600-A). 2,826 miles x \$.235/mile = \$664.11.	*\$664.11
*2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	<u>+ 10.00</u>
<b>7. TOTAL REIMBURSEMENT</b>	<b>*\$2,136.61</b>

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC</b>	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C5060. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
*1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.235/mile. See par. C2600-A. 2,826 miles x \$.235/mile = \$664.11.	*\$664.11
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	<u>+ \$10.00</u>
<b>6. TOTAL REIMBURSEMENT*</b>	<b>\$2,404.11</b>
*Total reimbursement to employee 1 is \$664.11 + \$650 + \$10 = <b>\$1,324.11</b>	
<b>Total reimbursement to employee 2 is \$720 + \$360 = \$1,080</b>	

**C. Reimbursement Computation Example for Two POCs**

<b>Reimbursement Computation for Two POCs</b>	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060.	
*1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.235/mile, par. C2600-A. 2,826 miles x \$.235/mile =	*\$664.11
*2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.235/mile, par. C2600-A. 2,826 miles x \$.235/mile =	*\$664.11
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
<b>8. TOTAL REIMBURSEMENT</b>	<b>*\$2,800.72</b>

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

<b>MALT Computation for Two Separate Trips</b>	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
*866 miles x \$.235/mile (employee only) =	*\$203.51
*866 miles x \$.235/mile (spouse and 2 children) =	+ *\$203.51
<b>TOTAL MALT PAYABLE FOR POC TRAVEL</b>	<b>*\$407.02</b>
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).	
No per diem is payable on the employee's behalf for the employee's second trip.	
The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.	
The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

### C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

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

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

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

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

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

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

A. General. This covers worldwide PCS movements.

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

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

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

### C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

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

1. General

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

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to GOV'T service who have performed

- transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, note](#)) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
- b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
  - (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).
- c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.
2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS
- a. Agreement Requirements. Ch 5, Part L.
  - b. Service Requirements. See par. C5570.
  - c. Travel and Transportation Allowances. Travel and transportation allowances:
    - (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
    - (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.
  - d. Foreign OCONUS Area PDS Assignment Allowances
    - (1) Foreign Transfer Allowance (FTA). See par. C1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:
      - (a) Miscellaneous Expense Portion. [DSSR, Section 241.2](#) and par. C1260,
      - (b) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. C1260, and
      - (c) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. [DSSR, Section 242.3](#) and par. C1260.
    - (2) Temporary QTRS Subsistence Allowance (TQSA) (DSSR, Section 120). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living QTRS Allowance (LQA) under the [DoDI 1400.25, Vol. 1250](#) and [DSSR Section 031.1](#).
- B. New Appointee and Student Trainee Appointments and Assignments to First PDS (FTR Part 302-3, subpart A)
1. General
    - a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

- b. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once the individual has signed a service agreement to remain in GOV'T service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the DoD COMPONENT concerned.
- c. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility to repay to the GOV'T.
- d. See par. C5550-E regarding service agreement requirements for appointments to an OCONUS position.
- e. See par. C5570-C and APP Q, Parts 3 and 4 for information concerning OCONUS PDS location tours.

2. Coverage. A new appointee:

- a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
  - (1) An individual who is employed with the Federal GOV'T for the first time,
  - (2) Presidential Transition Team personnel (par. C5080-A1a(3)), and
  - (3) An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C5080-C)); or
  - (4) A student trainee assigned to the GOV'T upon completion of college.
- c. Is *not* an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. C5030 and C5080-C.

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

4. Procedural Requirements

- a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.
- b. Travel before Appointment
  - (1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
  - (2) Travel and transportation for Presidential Transition Team personnel (par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
  - (3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.
- c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

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

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

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

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

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

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

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

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

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

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

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); ***NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81) may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expense (Ch 5, Part P);

f. Lease breaking expense (except as in par. C1260-D); and

g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

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

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

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

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

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

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

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

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

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

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

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

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

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

**D. Return from Military Duty**

**1. Mandatory Restoration.** A civilian employee:

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

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

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

**3. Real Estate Expense**

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

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

b. Reimbursement is prohibited for any:

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

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

**4. Travel and Transportation Allowances**

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

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

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

- (1) The MEA (Ch 5, Part G),
- (2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part P),
- (3) A HHT, but only if authorized in the order, under Ch 5, Part M, and
- (4) TQSE, but only if authorized in the order under Ch 5, Part H.

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

- (1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.
- (2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
- (3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

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

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

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

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

1. Limitation

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

2. Funding Responsibility. See par. C5030.

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

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

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

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

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

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

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

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

4. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F3 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. C5080-F1 and C5080-F3, as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
- d. See Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

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

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

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

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

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

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

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

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

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

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

**C5083 TDY STATION BECOMES PDS**

See par. C4495.

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

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

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

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

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

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#) and [GSBCA 16235-RELO, 16 October 2003](#))

a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.

b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.

***d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

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

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

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

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

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

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

2. New PDS at other than the Authorized Separation Destination

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

b. PCS Allowances Related to the New PDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### A. Applicability

1. Individuals Covered. This part is applicable to:

a. SES positions; and

b. Non SES appointees if the appointee:

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

(2) Was previously an SES career appointee; and

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

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

a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non Career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

a. Satisfied the eligibility criteria in par. C5090-B; and

b. Dies in GOV'T service;

c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

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

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

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:
  - a. Name, grade, and SSN;
  - b. Name of spouse/domestic partner;
  - c. Name(s) and age(s) of dependent children;
  - d. Move origin and destination;
  - e. Anticipated move dates.
2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

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

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

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

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

F. Origin and Destination

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

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

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

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

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

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

**CHAPTER 5**  
**PART C3: RESERVED**

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## SECTION 2: HHG TRANSPORTATION

### C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

### C5160 TRANSPORTATION METHODS ([FTR §302-7.14](#))

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. *The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.*

#### B. UB

##### 1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in APP A1. UB as noted in [FTR §302-7.300](#) is a UB shipment by air.
- c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. The UB weight allowance is 350 lbs. net weight for each adult and dependent age 12 or older, and 175 lbs. net weight for each child under age 12 (par. C5170) except that when air transportation of UB is used, par. C5160-B4 or par. C5524 applies. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

##### 4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

##### a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. C5524 and C5526.
- (3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

- (1) Transportation by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

- a. The HHG transportation authority, and
- b. That the HHG are to be transported by a GOV'T-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C1101 - allowable travel advances).

3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)). The OCONUS cost is constructed using the 'Best Value' single factor rate. For details on how 'Best Value' cost is determined, refer to the USTRANSCOM website under DoD Personal Property program (DP3) business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

D. Commuted Rate (FTR §302-7.100)

1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

***NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.***

***NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.***

\*4. Where to Get the Commuted Rate Schedule and Rate Tables. Commuted rate table information and schedule are found at [www.gsa.gov/relocationpolicy](http://www.gsa.gov/relocationpolicy). ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.***

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of GOV'T-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:
  - a. Be only for HHG within the employee's authorized HHG weight allowance;
  - b. Not exceed the GOV'T-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when GOV'T-arranged move is available; and
  - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at GOV'T expense when:
  - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
  - b. The employee violates the agreement under which the HHG originally were transported,
  - c. The employee has no transportation at GOV'T expense authorized by JTR, or
  - d. Authorized transportation is not completed within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).
6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

<b>CONSIDERATIONS (FTR §302-7.15)</b>		
<b>Method</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Commuted Rate</b>	<ol style="list-style-type: none"> <li>1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG.</li> <li>2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.</li> </ol>	<ol style="list-style-type: none"> <li>1. The GOV'T cannot take advantage of special discounts offered.</li> <li>2. An accurate cost estimate depends on weight estimate accuracy.</li> <li>3. Commuted rate method does not apply to intrastate moves; and</li> <li>4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</li> </ol>
<b>Actual Expense</b>	<ol style="list-style-type: none"> <li>1. The GOV'T may take advantage of special discounts offered.</li> </ol>	<ol style="list-style-type: none"> <li>1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses.</li> <li>2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.</li> </ol>

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. DTR 4500.9-R, Part IV.

**C5165 FACTORS AFFECTING HHG TRANSPORTATION**

- A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.
- B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.
- C. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments is charged against the employee's weight allowance.
- D. Mobile Home Allowances. See Ch 5, Part F.
- E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.
- F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. C5035, C5080-E, or C5750-C authority IAW Agency/Service regulations. [CBCA 524-RELO dated 21 March 2007](#).
1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. C5080-E contains HHG movement delay incident to successive PCS assignments.
  2. To and between OCONUS PDSs
    - a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.
    - b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.***
    - c. Par. C5080-E contains HHG transportation that is delayed incident to successive PCS assignments.
  3. From an OCONUS PDS
    - a. General
      - (1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.
      - (2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.
      - (3) Par. C5080-E contains HHG movement delayed because of successive PCS assignments.
    - b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- (1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 1 year) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.
- (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days as applicable at GOV'T expense cannot be authorized/ approved except as noted in par. C5191.*

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to [27 USC §122](#) that states:

*Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

#### C5167 TRANSPORTATION UNDER A PCS ORDER

##### A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

##### B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

**Example.** An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (pars. C5115 and C5450).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) *GOV'T transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

- (1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

- (2) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).
- (3) The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).
- (4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service ([FTR §§302-7.18 and 302-7.403](#); and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
- d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 1: DEFINITIONS (JFTR/JTR)

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

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

#### ACCOMMODATIONS

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

#### B. Common Carrier

##### 1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;

3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

**B. Does NOT include a/an:**

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

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

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

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

**BAGGAGE**

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:
  - a. Is not carried free on a ticket used for personal travel,
  - b. Ordinarily is transported separately from the major bulk of HHG, and
  - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
  - d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
  - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

**BLANKET ORDER.** See **ORDER**.

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

**BUSINESS CLASS.** See **ACCOMMODATIONS**.

**CALENDAR DAY**

1. The 24 hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

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

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

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

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

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

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

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

**\*COMMUTED RATE** (*Civilian Employee Only*). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation are found at [www.gsa.gov/relocationpolicy](http://www.gsa.gov/relocationpolicy). See JTR, par. C5160-D4.

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

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

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

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

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

**CONTIGUOUS UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**CONTINGENCY OPERATION.** A military operation that:

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

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

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

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

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

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

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

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

**NOTE: Exception. For authorization purposes under JFTR:**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7835-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U4070-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

Except for transportation to obtain OCONUS medical care (JFTR, par. U7125-C1), any of the following individuals: (*Exception **NOTES** above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

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

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

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

(1) Has not attained age 21, or

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

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

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

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

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

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

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

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

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

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

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

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect,

without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

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

Pertinent GSBCA decisions

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

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

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

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

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

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

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7285-C for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, JTR, par. C7020-D.*

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

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

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

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

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

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

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

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)

[GSBCA 15382-RELO, 20 December 2000](#)

[GSBCA 15207-RELO, 19 May 2000](#)

[GSBCA 14673-RELO, 9 December 1998](#)

[GSBCA 14122-RELO, 16 March 1998](#)

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

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

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

**DEPENDENT RESTRICTED TOUR** (*Uniformed Member Only*)

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

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

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

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

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

*Effective 28 September 2011*

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

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

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

## DUTY STATION

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

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

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

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

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

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

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

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

**FAMILY.** See **DEPENDENT**.

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

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

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

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

**FIRST CLASS.** See **ACCOMMODATIONS**.

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

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

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

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

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

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

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

### GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of HI and AK and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

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

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

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

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

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

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**GOVERNMENT CONVEYANCE**

A. Includes:

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

B. Does not Include:

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

**GOVERNMENT DINING FACILITY/MESS.** A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a9b) by/made available to the member, or used by the employee, includes:

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

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

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

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

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

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

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

B. Standard GMR. The standard GMR is:

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

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

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/MESS**.

**GOVERNMENT PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

**GOVERNMENT QUARTERS (GOV'T QTRS)**

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HELPING VERB FORMS.** The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after 1 October 2009: \$71.

**HOME OF RECORD (HOR) (*Uniformed Member Only*)**

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (*Uniformed Member Only*)**. The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

**B. CIVILIAN EMPLOYEE** ([FTR, §300-3.1](#))

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

***NOTE:*** *A domestic partner is not a spouse and cannot be authorized a HHT.*

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

**INCIDENTAL EXPENSES**. See **PER DIEM**.

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** *This term does not include work or study for a correspondence course of a uniformed service.*

***NOTE 2:*** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA)**. See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL**. See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN**. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

**KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))**

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**LAST DUTY STATION (*Uniformed Member Only*).** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

**LODGING IN KIND (*Uniformed Member Only*).** Lodging provided by the GOV'T without cost to the member.

**'LODGING PLUS' COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

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**MILEAGE ALLOWANCE**

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

**MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

**OCONUS**

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

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

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER (*Uniformed Member Only*).** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

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**ORDER**

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is *not* covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

- b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.***

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM**.

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS)**. Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. *When a reservation,*

*station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

**PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be, or to include, a city-pair airfare, and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY.** *PDS* An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM CLASS (OTHER THAN ECONOMY/COACH).** See **ACCOMMODATIONS**.

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE:*** *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3320-F/C3320-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

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**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

**PRIVATIZED HOUSING**

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor
  - c. Private sector housing.

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

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**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment; and
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
- e. Individually owned or specially issued field clothing and equipment;
- f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties;
- g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers); and
- h. GOV'T or uniformed service owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. General

- a. This is *not* applicable to an *employee's* dependent spouse.

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and

8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodging that are not hotel or hotel-like accommodations.

### SECRETARIAL PROCESS

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,
    - (3) Organization of the Joint Chiefs of Staff,
    - (4) Uniformed Services University of the Health Sciences,
    - (5) U.S. Court of Military Appeals, and
  - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

### SECRETARY CONCERNED

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY).** See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY).** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY).** See **PERMANENT DUTY TRAVEL.**

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY).** Cost of maid service and fee for electricity.

**SERVICES.** See **UNIFORMED SERVICES.**

#### **SHORT DISTANCE MOVE**

##### **A. UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**B. CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS.**

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

### STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

### STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY).** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY).** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JTR, Ch 7.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. *Does not* include:

a. Facilities used primarily for rest and recuperation purposes, or

b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**TRANSOCEANIC TRAVEL.** Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part E and JTR, Part E) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

#### **TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the

traveler's home.

### TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

### TRAVEL MANAGEMENT CENTER (TMC)

1. See (CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).
2. See TRAVEL MANAGEMENT SYSTEM (TMS).

**TRAVEL MANAGEMENT SYSTEM (TMS).** ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

### TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non .U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

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

**U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION.**

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE.**

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

**\*PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)**

\*The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to JFTR/JTR, par. U1225 and C1225 respectively, APP E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JFTR and JTR authority is invalid IAW par. U1000-C and par. C1000-C.*

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C3500.

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

\*You are authorized to travel by privately owned conveyance (POC) since it's to the GOV'T's advantage. Reimbursement is at the rate of \$.56/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (**NOTE below**); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on GOV'T funded travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry cleaning and pressing costs (in the other places) are part of the per diem or actual expense allowance when travel is outside the 48 contiguous states and DC.***

\*The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to:  
\_\_\_\_\_

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## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

#### T4000 INTRODUCTION

A. Application. In this APP:

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

B. Common TDY Travel Types. This APP:

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

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

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

other than training for more than 180 days at one location, except when due to unusual circumstances per diem has been authorized IAW JFTR, par. U7600-F.

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

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

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

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

#### T4010 REIMBURSEMENT RATE

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

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

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

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

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

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

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

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

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

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

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

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

c. Seat Relinquishing

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

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

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

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

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

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

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

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

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

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

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

CTO use (par. T4005).

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

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

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

#### B. Requirements

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

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

b. In-house travel offices.

2. All travel arrangements must be made IAW:

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

b. Service issuances.

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

#### D. Transportation Reimbursement

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

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

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

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

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

B. **Commercial Transportation.** The Services must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S. certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. certificated carriers, or business (but not first) class accommodations (JFTR, par. U4415, **NOTE 1**/JTR, par. C4415, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3510, and U3620 (trains only)/JTR, pars. C3510, and C3620 (trains only), may authorize/approve business or first class accommodations use.

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

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

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

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

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

#### D. GOV'T Transportation

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

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

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

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

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

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

requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

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

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

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

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

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

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

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

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

(3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

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

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

### 3. Civilian Employee

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

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

c. The proper authority under par. C4095-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations.

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

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

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

g. Reduced per diem rates should incorporate amounts for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A10, Note 1 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

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

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

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. JFTR, par. U4335. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

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

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

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

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

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

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

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

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

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. When longer term lodging is used, the allowable lodging

cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

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

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

**Civilian Federal Employees** – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see JTR, pars. C4160-A and C4165-B.

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

Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C) is authorized/approved. JFTR, par. U4155 does not apply when the residence is purchased.***

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

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

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

a. Daily hotel room costs;

- b. Daily hotel taxes; and
  - c. Daily miscellaneous fees, if applicable.
9. Eating

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

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

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

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

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

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

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

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4210 (uniformed member)/JTR, pars. C4210 and C4205-B5 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4205-B5.

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

\*10. Incidental Expenses (IE)

a. General.

(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.

(2) The daily IE in CONUS is \$5.

(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. INSTALLATION and GOV'T QTRS on that U.S. INSTALLATION are available for a member or used by an employee. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

(4) The AO may determine \$3.50 is:

(a) Adequate when the traveler is not lodged on a U.S. INSTALLATION, or

(b) Not adequate when the traveler is lodged on a U.S. INSTALLATION and authorize the locality IE rate.

b. Laundry/Dry Cleaning for a Civilian Employee

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

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

c. Laundry/Dry Cleaning for a Uniformed Member

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

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

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

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

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

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

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

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

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

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate

otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. **Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.**

#### 4. TDY aboard Ships

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

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

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

#### 5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4950.

6. Joint Task Force Operations TDY Options

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

**NOTES:**

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

2/ Discount Meal Rate = Food costs only.

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

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

D. Lodging Overnight Not Required1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (JFTR, par. U2800/JTR, par. C2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U4780/JTR, par. C4780 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
  - g. Commercial transportation expense reimbursement is authorized/approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
  - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
  - i. For distance determination JFTR, par. U2650-A/JTR, par. C2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. *No per diem is authorized when TDY is for 12 or fewer hours*. However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *JFTR, par. U4230 for occasional meals authority*.

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

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

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

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See JFTR, Ch. 7, PART W for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in JFTR, par. U2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

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

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

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

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

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

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

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

reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

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

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;

3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;

4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

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

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

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

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

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see JFTR, par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

b. Lodging and Meals. The actual cost of the member's lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate.

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

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

#### H. Summary of Allowances for An RC Member

##### 1. Table 1 - Active Duty with Pay

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

##### 2. Table 2 - Active Duty without Pay

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

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

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7140).

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

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

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

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

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

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

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

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

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

**FOOTNOTES**  
(Table 3)

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

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

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

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

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

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

#### B. During the Trip

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

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

#### C. After the Traveler Returns

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

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

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

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

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

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

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

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

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

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

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

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

## T4060 AO RESPONSIBILITIES

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

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

## B. What's Allowable and Not Allowable

### 1. Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel.** JFTR/ JTR, APP P, Part 2, par. E. The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4020-C applies. A member is not authorized per diem on any day leave is

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

5. Lodging Selection

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

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

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

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

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

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

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

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (JTR, par. C4500), or a small amount of HHG for a member (JFTR, par. U4500) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part E.

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

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

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

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

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

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

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

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

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

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

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

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Ch 5 Part D. Private vehicle mileage is reimbursed under JTR, par. C5050.

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

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

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

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

#### **T4070 TDY GLOSSARY**

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

## PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §455 authorizes conference attendance expenditures for meetings concerned with the functions and activities of a Uniformed Service/DoD COMPONENT that contribute to improved conduct, supervision, or management of the Service's/component's functions and activities and such expenses are authorized as necessary expenses. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in JTR, par. C4900 and JFTR/JTR, APP R2, par. E5 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)).
3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:
  - a. Further Service or DoD AGENCY programs;
  - b. Present scientific and technical papers which further the development of the U.S. resources; and
  - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JFTR, par U4205-F and JTR, par. U4205-F). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is oral,

the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. *If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.*

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

**DIGEST**

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

\*1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$11.85 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

***NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.***

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	*\$41 + \$11.85 = \$52.85
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	*\$52.85 ÷ 2 = \$26.42 (Rounded to \$27)
Step 3	Add Step 2 total to the CONUS incidental expense rate	\$27 + \$5 = \$32
Step 4	Proportional Meal and Incidental Expense Rate	\$32

\*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$11.85. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$27 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4065-U4080/JTR, par. C4065-C4080.***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	\$55 + [(\$46 (M&IE) x 75 %) = \$34.50] =	\$ 89.50
Day 2	\$55 + \$27 (PMR) + \$5 IE =	87.00
Day 3	\$46 x 75% =	34.50
<b>TOTAL</b>		<b>\$ 211.00</b>

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the recertification date shown next to the destination). JFTR, par. U7000 (uniformed member) and JTR, par. C7000 (DoD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Benin, Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	31 January 2015
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	<b>28 Sep 2012</b>
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
Shanghai ( <i>eff. 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Croatia, Zagreb	EUCOM	Baltimore	<b>28 Sep 2012</b>
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	31 Jan 2016
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia, Addis Ababa	AFRICOM	Baltimore	<b>27 May 2012</b>
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba ( <i>eff 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq ( <i>eff 2 May 2011</i> )	CENTCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
*Lesotho, Maseru ( <i>USPHS only, eff 26 Nov 2013</i> )	*USPHS	*Baltimore	*31 January 2015
Liberia, Monrovia ( <i>eff 12 Sep 2008</i> )	AFRICOM	Baltimore	27 May 2012

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malawi, Lilongwe (USPHS members only)	USPHS	Baltimore	31 January 2015
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea ( <i>eff 22 Jul 2011</i> )	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	<b>27 May 2012</b>
Serbia, Belgrade	EUCOM	Baltimore	<b>28 Sep 2012</b>
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Spain, Albacete ( <i>eff 11 Apr 2012</i> ) FOR PERSONNEL ASSIGNED TO LOS LLANOS AIR BASE	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	<b>27 May 2012</b>
Thailand, JUSMAGTHAI ( <i>eff 21 Jan 2009</i> )			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili ( <i>eff 20 June 2012</i> )	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles	<b>27 May 2012</b>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
		International Airport	
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.