

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 585****1 JULY 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 July 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)

**JEFFREY R. MAYO**

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

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

**CAP 48-14(I)/MAP 48-14(I) -- Remove Metroliner as it has been replaced with AMTRAK Acela Express.**

Removes the term 'Metroliner' when business class, extra fare train service is used. 'Metroliner' service was replaced with 'Acela Express'. Affects pars. C3615, C3620, and APP A1: ACCOMMODATIONS.

**CAP 93-14(E)/MAP 93-14(E) -- CTO Fees for Leave Travel.** Clarifies that when paying transportation costs only for leave travel, CTO fees are included. Air transportation costs include taxes or fees (includes CTO fees) the GOV'T would have paid if the GOV'T procured transportation was used. Affects pars. C2420-C, C3045-C, C7000-J4, C7005-E4, C7015-G1d, and C7025-D1c.

**CAP 97-14(I) -- Clarify An Employee Is Not Authorized POC Mileage for RAT.** This item clarifies that an employee is not authorized POC mileage for renewal agreement travel (RAT) while serving on an OCONUS tour. It also removes erroneous information inadvertently added to the JTR during the 1 March 2014 change. Affects par. C7010, and deletes par. C7010-U.

**CAP 99-14(I)/MAP 99-14(I) -- Update APP P -- Revised DTR, Part 1, Ch 103.** Updates language in APP P to comply with DTR, Part 1, Chapter 103 which was revised 9 Jan 2014. Affects APP P1.

**CAP 100-14(I)/MAP 100-14(I) -- R&R -- Update CENTCOM Areas.** Recertifies certain USCENTCOM areas for one year beginning 1 June 2014 and only for members or employees whose deployment to that country commenced before 1 June 2014. Affects APP U.

**CAP 103-14(I) -- Civilian Escorts and Attendees.** Updates paragraph and legislative references for civilian escorts and attendants. Affects Ch 7 – TOC, pars. C7110, C7115-C, C7117, and APP E1, par. A21

**Par. Reference Updates.** Par reference updates for Ch 5 made to all affected Chs in this month's change. No CTDs issued.

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

**CHANGE 585**

**1 JULY 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.

JTR	585 07-14	584 06-14	583 05-14	582 04-14	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13
Title Page	564	564	564	564	564	564	564	564	564	564	564	564	564	564
Cover Letter	585	584	583	582	581	580	579	578	577	576	575	574	573	572
Record of Changes	585	584	583	582	581	580	579	578	577	576	575	574	573	572
Introduction	574	574	574	574	574	574	574	574	574	574	574	574	563	563
Crosswalk (1-3)	579	579	579	579	579	579	579	560	560	560	560	560	560	560
Table of Contents	573	573	573	573	573	573	573	573	573	573	573	573	573	572
<b>Chapter 1</b>														
TOC	583	583	583	582	579	579	579	558	558	558	558	558	558	558
Part A	585	579	579	579	579	579	579	578	574	574	574	574	573	572
Part B	574	574	574	574	574	574	574	574	574	574	574	574	571	571
Part C	585	583	583	574	574	574	574	574	574	574	574	574	557	557
Part D	579	579	579	579	579	579	579	574	574	574	574	574	570	570
Part E	579	579	579	579	579	579	579	556	556	556	556	556	556	556
<b>Chapter 2</b>														
TOC	582	582	582	582	581	564	564	564	564	564	564	564	564	564
Part A	576	576	576	576	576	576	576	576	576	576	574	574	573	566
Part B	581	581	581	581	581	574	574	574	574	574	574	574	566	566
Part C	585	581	581	581	581	578	578	578	575	575	575	574	573	565
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	585	581	581	581	581	578	578	578	574	574	574	574	564	564
Part F	585	563	563	563	563	563	563	563	563	563	563	563	563	563
Part G	574	574	574	574	574	574	574	574	574	574	574	574	566	566
Part H	574	574	574	574	574	574	574	574	574	574	574	574	558	558
Part I	585	580	580	580	580	580	574	574	574	574	574	574	568	568
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	574	574	574	574	574	574	574	574	574	574	558	558
Part L	581	581	581	581	581	574	574	574	574	574	574	574	558	558
<b>Chapter 3</b>														
TOC	582	582	582	582	581	574	574	574	574	574	574	574	570	570
Part A1	574	574	574	574	574	574	574	574	574	574	574	574	566	566
Part A2	585	581	581	581	581	574	574	574	574	574	574	574	573	570
Part B	566	566	566	566	566	566	566	566	566	566	566	566	566	566
Part C	574	574	574	574	574	574	574	574	574	574	574	574	566	566
Part D	581	581	581	581	581	574	574	574	574	574	574	574	573	570
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	585	582	582	582	581	574	574	574	574	574	574	574	570	570
Part G	585	582	582	582	581	558	558	558	558	558	558	558	558	558
Part H	582	582	582	582	574	574	574	574	574	574	574	574	558	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
<b>Chapter 4</b>														
TOC	580	580	580	580	580	580	579	574	574	574	574	574	572	572
Part A	582	582	582	582	578	578	578	578	572	572	572	572	572	572
Part B1	583	583	583	576	576	576	576	576	576	576	574	574	572	572

JTR	585 07-14	584 06-14	583 05-14	582 04-14	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13
Part B2	583	583	583	572	572	572	572	572	572	572	572	572	572	572
Part B3	580	580	580	580	580	580	580	574	574	574	574	574	572	572
Part B4	577	577	577	577	577	577	577	577	577	572	572	572	572	572
Part B5	580	580	580	580	580	580	572	572	572	572	572	572	572	572
Part C	580	580	580	580	580	580	572	572	572	572	572	572	572	572
Part D	582	582	582	582	580	580	576	576	576	576	572	572	572	572
Part E	572	572	572	572	572	572	572	572	572	572	572	572	572	572
Part F	580	580	580	580	580	580	572	572	572	572	572	572	572	572
Part G	580	580	580	580	580	580	578	578	574	574	574	574	572	572
Part H	585	572	572	572	572	572	572	572	572	572	572	572	572	572
Part K	585	572	572	572	572	572	572	572	572	572	572	572	572	572
Part L	582	582	582	582	572	572	572	572	572	572	572	572	572	572
Part Z	579	579	579	579	579	579	579	572	572	572	572	572	572	572
<b>Chapter 5</b>														
TOC	584	584												
Part A	584	584												
Part B1	584	584												
Part B2	584	584												
Part B3	584	584												
Part C1	584	584												
Part C2	584	584												
Part C3	584	584												
Part D	584	584												
Part E1	584	584												
Part E2	584	584												
Part E3	584	584												
Part E4	584	584												
Part E5	584	584												
Part E6	584	584												
Part E7	584	584												
Part E8	584	584												
Part F1	584	584												
Part F2	584	584												
Part F3	584	584												
Part G	584	584												
Part H	584	584												
Part I1	584	584												
Part I2	584	584												
Part I3	585	584												
Part I4	584	584												
Part J	584	584												
Part K1	584	584												
Part K2	584	584												
Part K3	584	584												
Part K4	584	584												
Part K5	584	584												
Part N1	584	584												
Part N2	584	584												
Part N3	584	584												
Part O1	584	584												

JTR	585 07-14	584 06-14	583 05-14	582 04-14	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13
Part O2	584	584												
Part O3	584	584												
Part P	584	584												
Part Z	584	584												
<b>Chapter 6</b>														
TOC	582	582	582	582	578	578	578	578	570	570	570	570	570	570
Part A	585	578	578	578	578	578	578	578	571	571	571	571	571	571
Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part C4	576	576	576	576	576	576	576	576	576	576	542	542	542	542
Part C5	577	577	577	577	577	577	577	577	577	569	569	569	569	569
Part D	574	574	574	574	574	574	574	574	574	574	574	574	526	526
Part E	570	570	570	570	570	570	570	570	570	570	570	570	570	570
<b>Chapter 7</b>														
TOC	585	583	583	581	581	576	576	576	576	576				
Part A1	585	576	576	576	576	576	576	576	576	576				
Part A2	585	576	576	576	576	576	576	576	576	576				
Part A3	585	581	581	581	581	577	577	577	577	576				
Part A4	585	576	576	576	576	576	576	576	576	576				
Part A5	585	576	576	576	576	576	576	576	576	576				
Part B	576	576	576	576	576	576	576	576	576	576				
Part C	576	576	576	576	576	576	576	576	576	576				
Part D	585	581	581	581	581	576	576	576	576	576				
Part E	585	576	576	576	576	576	576	576	576	576				
Part F1	576	576	576	576	576	576	576	576	576	576				
Part F2	585	576	576	576	576	576	576	576	576	576				
Part G	576	576	576	576	576	576	576	576	576	576				
Part H	576	576	576	576	576	576	576	576	576	576				
Part I	576	576	576	576	576	576	576	576	576	576				
Part J	576	576	576	576	576	576	576	576	576	576				
Part K	585	576	576	576	576	576	576	576	576	576				
Part L	583	583	583	576	576	576	576	576	576	576				
Part M	576	576	576	576	576	576	576	576	576	576				
Part N	585	576	576	576	576	576	576	576	576	576				
Part O	585	576	576	576	576	576	576	576	576	576				
Part P	576	576	576	576	576	576	576	576	576	576				
Part Q	585	576	576	576	576	576	576	576	576	576				
Part R	576	576	576	576	576	576	576	576	576	576				
Part S	576	576	576	576	576	576	576	576	576	576				
Part T	576	576	576	576	576	576	576	576	576	576				
Part AA	576	576	576	576	576	576	576	576	576	576				
<b>Appendix A</b>														
Part 1	585	583	583	581	581	580	579	577	577	576	573	573	573	572
Part 2	583	583	583	572	572	572	572	572	572	572	572	572	572	572
<b>Appendix E</b>														
TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	585	577	577	577	577	577	577	577	577	576	570	570	570	570
Part 2	580	580	580	580	580	580	570	570	570	570	570	570	570	570
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	560	560

JTR	585 07-14	584 06-14	583 05-14	582 04-14	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13
<b>Appendix F</b>														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	577	577	577	577	577	577	577	577	577	562	562	562	562	562
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
<b>Appendix G</b>														
APP G	583	583	583	578	578	578	578	578	577	575	575	573	573	570
<b>Appendix H</b>														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 1	577	577	577	577	577	577	577	577	577	540	540	540	540	540
Part 2A	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 2B	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 2C	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part 3A	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 3B	562	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 3C	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 4A	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part 4B	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 4C	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 5A	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 5B	570	570	570	570	570	570	570	570	570	570	570	570	570	570
<b>Appendix I</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	576	576	576	576	576	576	576	576	576	576	570	570	570	570
Part 2	577	577	577	577	577	577	577	577	577	570	570	570	570	570
Part 3	577	577	577	577	577	577	577	577	577	570	570	570	570	570
Part 4	579	579	579	579	579	579	579	579	577	577	572	572	572	572
<b>Appendix O</b>														
TOC	582	582	582	582	565	565	565	565	565	565	565	565	565	565
APP O	580	580	580	580	580	580	579	578	577	576	574	574	573	570
<b>Appendix P</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	585	574	574	574	574	574	574	574	574	574	574	574	573	570
Part 2	577	577	577	577	577	577	577	577	577	574	574	574	570	570
<b>Appendix Q</b>														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	582	582	582	582	579	579	579	577	577	576	575	573	573	572
Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	582	582	582	582	563	563	563	563	563	563	563	563	563	563
Part4	576	576	576	576	576	576	576	576	576	576	517	517	517	517
<b>Appendix R</b>														
TOC	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 1	579	579	579	579	579	579	579	577	577	541	541	541	541	541
Part 2	580	580	580	580	580	580	577	577	577	570	570	570	570	570
<b>Appendix S</b>														
APP S	583	583	583	580	580	580	579	577	577	568	568	568	568	568
<b>Appendix T</b>														
TOC	540	540	540	540	540	540	540	540	540	540	540	540	540	540
APP T	544	544	544	544	544	544	544	544	544	544	544	544	544	544
<b>Appendix U</b>														
APP U	585	577	577	577	577	577	577	577	577	558	558	558	558	558
<b>Appendix W</b>														
APP W	577	577	577	577	577	577	577	577	577	574	574	574	563	563

## PART A: ADMINISTRATION AND GENERAL PROCEDURES

### C1000 APPLICATION

A. Personnel Covered. The JTR applies to:

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

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

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

C. Statutory Regulations. JTR:

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

D. Travel Not Paid for by the GOV'T

***NOTE: A traveler must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.***

1. General. The JTR:

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

\*2. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C2020 for policy on travel at GOV'T expense.

3. Employee Status

- a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).
- b. For a funded order to be issued, the employee must be in a duty status., An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

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

### C1005 PROHIBITION NOT STATED

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

### C1015 IMPLEMENTATION

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

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

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.
2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below cites allowances that do/should be implemented by Service/Agency issuances. The following list may not be all inclusive:
  - a. Completion and submission of travel vouchers (Ch 2, Part K);

- b. Appropriate authority/approval level for business class air travel (par. C3500);
- c. Authorization/order endorsement related to foreign flag carrier use (par. C3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets;
- e. Procedures and conditions under which advance payments are authorized including those in:
  - (1) PDT (Ch 5);
  - (2) Evacuation Allowances (Ch 6);
  - (3) Recruiting expenses (parking expenses only);
  - \* (4) TQSE (Ch 5, Part I.)
- f. Appropriate separation or retirement activities;
- g. Claims for personally procured HHG transportation;
- \*h. Traveler financial responsibility (pars. C2000, C3105-B, C5630-B, C5244-B, C5326-A, C5434, C5436-B, C5494-E2, C5506-E2, C5156-B and C5630-B);
- i. Personal emergency determination (pars. C7015-A and C7015-B);
- j. Establishing dependency (See APP A definition of DEPENDENT),
- k. CTO use policy (par. C2400);
- l. Procedures for extending evacuation safe haven allowances; and
- m. Transportation of the remains of a deceased employee and/or a deceased dependent (Ch 7, Part D).

#### **C1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS**

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

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

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

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

2. Mail:

Per Diem, Travel and Transportation Allowance Committee  
Attn: Policy & Regulations Branch  
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### C1025 EXPENDITURE AUTHORITY

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

### C1030 DUPLICATE PAYMENT

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

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

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Disciplinary action must *not* be through refusal to reimburse unless no authority exists or is so stated in this regulation (e.g., par. U2400-E).

### C1040 REGULATION CHANGE EFFECTIVE DATE

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

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

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

### C1050 TERMINOLOGY

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

## PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

### C1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

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

B. Eligibility. See [DoD Instruction 1342.25, par. 5.4.5](#),, dated 30 October 1996 “School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);” concerning eligibility for reimbursement for official travel.

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

### C1205 GAIN-SHARING PROGRAM

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

### C1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

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

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

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

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

### C1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

### C1220 RECRUITER-RELATED PARKING EXPENSES

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

### C1225 FOREIGN MILITARY TRAVEL

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

### C1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

See [DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties](#).

### C1237 ASSIGNED TO NSA

- A. Authority. An employee assigned to NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC 3601-3617) if implemented in NSA regulations.
- B. Duplicate Reimbursement. *An employee may not receive an allowance under the NSA regulations and an allowance prescribed in the JTR for the same purpose. The employee is financially responsible for returning any duplicate travel and transportation allowances received.*

**C1255 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)**

An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living QTRS Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

**C1260 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the [DSSR, Section 240](#).
2. HSTA. For HSTA policy, payment and procedural guidance see the [DSSR, Section 250](#).

B. Transfer

- \*1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under JTR, Ch 5, Part J but *not* the FTA allowance. See [DSSR, Section 242.6](#).
- \*2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under JTR, Ch 5, Part I but *not* the HSTA. See [DSSR, Section 252.6](#).

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. The FTA/HSTA are DoS allowances ([5 USC §§5924\(2\)\(A\)](#) and [5924\(2\)\(B\)](#)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.
2. *A new appointee is not eligible for any portion of the HSTA.*
3. The FTA and HSTA are composed of four elements:
  - a. Miscellaneous Reimbursable Expense. This portion *only* is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).
  - b. Wardrobe Expense. *This portion is not allowable for a DoD civilian employee.*
  - c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.
    - (1) FTA. This portion is allowable for a DoD civilian employee PCSing from a PDS in a CONUS/non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.
    - (2) HSTA. *This portion is not allowed for a DoD civilian employee.*

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD civilian employee (including a new appointee) PCSing to/ between a foreign area PDS.
2. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

**\*NOTE: See JTR, Ch 5, Part B, Section 3 for other allowances relevant to first duty station travel.**

## PART C: TRAVEL ORDER

### C2200 GENERAL

- A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the GOV'T of official travel, transportation, and reimbursable expenses. *See APP I for more information on travel orders.*
- B. Official Travel Conditions. The order establishes conditions for GOV'T funded official travel and transportation, and is the reimbursement basis for the traveler.
- C. Issuance Prior to Travel. An order should be issued before travel is performed.
- D. Unauthorized Reimbursement
1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.
  2. *Expenses incurred before receipt of a written or oral order are not reimbursable unless the agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, 29 May 2013](#)).*
- E. Travel Order Necessity
1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.
  2. An order is *not* necessary when:
    - a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and
    - b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.
  3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

### C2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

- A. Modifications
1. An order:
    - a. May be retroactively corrected to show the original intent ([CBCA 3472-RELO, 23 September 2013](#)), and
    - b. *Must not be revoked/modified retroactively to create/deny/change an allowance (24 Comp. Gen. 439 (1944)).* **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.
  2. A TDY location can be changed to a PDS but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).
- B. Allowances. Some allowances (because of law) may be:
1. Authorized only in advance of travel, or
  2. Approved only after travel is completed, or

3. Authorized and/or approved.

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

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

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

## C2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

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

B. Oral Order

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

2. An oral order:

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

meets the requirement for a written order.

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

## C2215 ITINERARY VARIATION

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

1. Omit travel to named destinations,
2. Change the named destinations travel sequence,

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

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

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

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

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

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

B. Retroactive Modification. See par. C2205 for retroactive modification and authorization/approval.

**C2225 BLANKET/REPEAT TDY ORDER**

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

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

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

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

1. Identification as a “blanket/repeat” TDY order;
2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;
3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
5. The reason(s) the blanket/repeat TDY order is necessary;
6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;

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

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

D. AEA

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

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

A. General

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

B. 180-Day Time Limitation

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

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

C. TDY Periods in Excess of 180 Consecutive Days

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

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

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

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

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

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

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

5. Per Diem

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

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

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

- a. The requirements in par. C2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (APP A).
- b. The USD (P&R) memo, '[Building Increased Civilian Deployment Capacity](#)' of 12 February 2008, as amended December 8, 2010, recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months. This authority was extended indefinitely per USD (P&R) memo, '[Extended Temporary Duty Assignments to Iraq and Afghanistan](#),' 6 January 2014.
- c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.
- d. The waiver authority does not require USD (CPP) review; however, the authority must be in the GOV'T's interest.
- e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1000-A).
- \*f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. C5328-B).

7. Previous Long-Term TDY Assignment

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

b. 7-Month Period Requirement

(1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.

(2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

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

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

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.

\*2. Discretionary TCS allowances, authorized in the GOV'T's interest and IAW par. C5686-B, expire when the TCS mission is completed. See Ch 5, Part M.

E. Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the traveler of the potential federal, state, and local income tax obligations if the TCS/TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***

\*2. A traveler who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. C5730 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.
4. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4950 for ITRA.
5. An IRS statute, ([26 USC §162\(a\)](#)) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.
6. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

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

1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) ([CBCA 2594-TRAV, 13 April 2012](#)).
2. When an AGENCY has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time ). See the [IRS website](#). See par. C4950 for ITRA.
  - a. **Example 1:** An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the AGENCY learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. Taxation of all time at the TDY location preceding the time that the decision is reasonably known is considered temporary and the IRS will determine taxability.
  - b. **Example 2:** An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year, or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.
3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

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

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## PART E: TRAVEL ADVANCE

### C2300 AUTHORITY

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

### C2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

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

### C2310 AUTHORIZED TRAVEL ADVANCES

- A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.
- B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:
1. Discounted Conference/Training Registration Fee (APP R2-H);
  2. TDY travel (Ch 4);
  3. Advance Lodging deposit (par. C4130-M);
  4. Reimbursable expenses (APP G);
  - \*5. HHG transportation and SIT using the commuted rate method (pars. C5286-D and C5342);
  - \*6. Mobile home transportation (par. C5502);
  - \*7. House hunting Trip (HHT) (par. C5676);
  - \*8. Temporary QTRS Subsistence Expenses (TQSE) (Ch 5, Part I);
  9. Attendants/escorts for military dependents (par.C7115); and
  10. Transportation and Emergency Storage of POV (par. C6022).

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## PART F: ARRANGING OFFICIAL TRAVEL

### C2400 CTO USE

#### A. Policy

1. It is mandatory policy that all DoD 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.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official travel.

#### B. Command Responsibility. A command must not permit a CTO to issue:

1. 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. This **does not** establish the -CA as the basis for POLICY CONSTRUCTED airfare. *The basis for POLICY CONSTRUCTED airfare is the YCA.*; and
2. Other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense, without prior proper authority.

#### C. DoD Component Regulations. See DoD COMPONENT issuances for CTO use information.

#### D. Failure to Follow Regulations

1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. C1035.
2. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a -CA airfare available that meets mission needs ([CBCA 1511-TRAV, 7 May 2009](#)).
3. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non judicial action, or other appropriate means.
4. Disciplinary action must *not* be through refusal to reimburse.
5. See par. C2400-E for the exceptions when reimbursement is *not* allowed.

#### E. Reimbursement Not Allowed. *Reimbursement is not allowed* when the traveler does not follow the regulations for non U.S. certificated carriers. See par. C3005-H.

### C2405 TRAVEL ARRANGEMENT REQUIREMENTS

#### A. Making Travel Arrangements. When making travel arrangements, travelers should use the following in priority order:

1. A CTO (see APP A definition and par. C2400), or
2. In house travel offices.

#### B. Authority. All travel arrangements must be made IAW:

1. [DoDD 4500.09E, Transportation and Traffic Management](#), 11 September 2007, and

2. Service regulations.

#### **C2410 NON U.S. CERTIFICATED AIRCRAFT OR SHIP TRANSPORTATION**

Transportation on a non U.S. certificated aircraft or ship must *not* be authorized/approved unless the conditions in, par. C3525 are met.

#### **C2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED**

A. Transportation Reimbursement. When a CTO is available, but not used by the traveler, transportation cost reimbursement is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO.

B. Transaction Fee Reimbursement. *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* as long as the total reimbursable amount for the transaction fee and transportation cost *does not exceed the GOV'T/GOV'T procured transportation cost*.

#### **C2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE**

A. General. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual authorized/approved transportation cost NTE the POLICY CONSTRUCTED airfare (see APP A1 definition) that meets mission requirements.

B. Non Availability Limitations. 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.

\*C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is part of the transportation cost. See par. C3045-C.

## 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. C5228 and C5232

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. C5212 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. C5212-B2 if there is more than one authorized traveler in a POC.

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

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

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

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

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

## PART A: GENERAL

### SECTION 2: TRANSPORTATION REIMBURSEMENT

#### C3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

#### C3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/DoD COMPONENT designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. C1035 applies to those who violate policy.

B. Reimbursement Limitations

- \*1. Except for PCS transoceanic travel (see par. C5124), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. C3045-D through H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part G when the transportation is partly by POC.
4. If a traveler uses GOV'T procured transportation for part of a journey (see par. C3035), the limits in pars. C3045-D and C3045-E must be reduced by its cost.

C. Transaction Fee

1. 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.

\*2. A CTO transaction fee incurred by a traveler is part of the transportation cost.

\*3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is part of the transportation cost.

D. GOV'T CTO or 'In House' Is Available

1. General. When GOV'T CTO (see APP A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. C1035.

2. Constructed Cost Basis. For air transportation, constructed costs are based on the policy constructed airfare (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

3. City Pair Airfare Available. A city pair airfare is available if a contract airfare is offered between origin and destination. The airfare may involve a nonstop flight, a direct flight (same flight from origin to destination, but with one or more stops en route), or connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement). However, a city pair fare is not available if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

**Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

**Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the POLICY CONSTRUCTED AIRFARE.

4. Constructed Cost Limitations

a. The constructed transportation cost is based on the POLICY CONSTRUCTED AIRFARE (with the par. C3520-A6 exception).

b. **Example:** There is often no city pair airfare connecting origin and destination. Several POLICY CONSTRUCTED AIRFARES (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare. See C3045-D3.

c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize”:

(1) A restricted airfare, available to the general public, in lieu of a city pair airfare (APP P1, par. A6c), or

(2) Any available restricted airfare for which the traveler qualifies in lieu of the POLICY CONSTRUCTED AIRFARE.

b. Compliance with the ‘Fly America Act’ must be maintained (i.e., a less expensive restricted airfare on a non U.S. certificated airfare cannot be used in lieu of using an available U.S. certificated air carrier).

c. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the GOV’T.

d. See par. U3500 for use of restricted airfares.

E. GOV’T CTO or ‘In House’ Is Not Available

1. In the *very rare circumstance* that a GOV’T CTO/‘in house’ service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.

2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par..

3. See par. U3500 for use of restricted airfares.

4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

F. Transoceanic Travel - GOV’T/GOV’T Procured Transportation Is Available

\*1. When GOV’T/GOV’T procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV’T/ GOV’T procured transportation. See par. C5124 for PCS transoceanic travel.

2. If both GOV’T and GOV’T procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When GOV’T/GOV’T procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. C3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV’T’s advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. C3665 for non U.S. certificated ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

**C3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).
2. The TO determines the applicable transportation mode for constructed cost purposes.
3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T Procured Air Transportation Available

1. When GOV'T/GOV'T procured air transportation use is required under Ch. 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T procured air transportation.
2. Constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***
3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.
4. GOV'T/GOV'T procured air transportation is not available when:
  - a. An AO determines that GOV'T and/or GOV'T procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
  - b. GOV'T and/or GOV'T procured air transportation use would involve circuitous travel or undue inconvenience; or
  - c. Travel via aircraft is medically inadvisable.
5. The lower priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T procured transportation are both available.
6. If only GOV'T procured transportation is available, its cost is the reimbursement limit.

C. GOV'T/GOV'T procured Air Transportation Not Available

1. When GOV'T/GOV'T procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Non U.S. certificated Air Carriers or Non U.S. Registry Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non U.S. certificated/registry carrier (or ship) service is used.
2. If U.S. certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non U.S. certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non U.S. certificated/registry carrier or ship is ***not payable*** ([FTR §301-10.143](#)).

E. Computation

1. Except as prohibited in pars. C3525 and C3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. ***No other costs are added to the computation.*** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. C3500-O.

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## PART F: COMMERCIAL AIR TRANSPORTATION

### C3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is generally the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

1. Restricted Airfare

a. Contract city pair airfares (and other airfares limited to official GOV'T business) provide savings to the GOV'T, .but, there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (APP P1, par. A6c).

b. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare is advantageous to the GOV'T.

c. 'Underutilization' of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the GOV'T.

d. Restricted airfares should never be applied in a 'blanket' fashion, but could be a consideration on a given trip. For example, all FEML (or R&R) may not be declared as by restricted airfare, but consideration of a using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, COT) is in order.

2. Book Reservations Early. Whenever practicable, a traveler must arrange airfare in a manner that enables the lowest POLICY CONSTRUCTED AIRFARE price available to be paid when traveling on domestic flights, including appropriately timing the purchase of the airfare. The AO and the traveler should plan travel, and book reservations, early to purchase the least expensive POLICY CONSTRUCTED AIRFARE.

B. Arranging Transportation. Arranging official transportation through a DTMO contracted CTO or GSA contracted TMC (when a DTMO contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. C3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/GOV'T procured transportation under this Part.

D. RESERVED

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.

2. See Ch 2, Part F ICW scheduling travel.

3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. C4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. C3510:

1. May authorize/approve business/first class travel, and

2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD COMPONENT finances and mission requirements.

H. Decision Support Tools

1. Business Class. See APP H3B.
2. First Class. See APP H2C.
3. Restricted Airfare. See APP H3C.

I. Documentation Requirements. See APP H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
3. The cost difference between 'other than economy/coach' and economy/coach.
4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.
5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.
2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations (par. C2000).

L. Advance Seat Assignment. For all *official* travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.

M. Blanket Travel Order. See APP A, BLANKET ORDER for 'other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. C3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. GOV'T/GOV'T procured air transportation should be used for travel to/from, and between OCONUS areas.

4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. C3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.
9. Travel by GOV'T/GOV'T procured air transportation (unless medically inadvisable) is required for an:
  - a. Employee on TDY travel:
    - (1) To and from CONUS, or
    - (2) Between OCONUS duty points; and
  - b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

P. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.
2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. C3660 for stateroom standards and required U.S. registry ship use.
4. Family Member's Medical Travel. Non availability of GOV'T/GOV'T procured air transportation does not apply for directing a traveler to use GOV'T/GOV'T procured transportation when a medical condition prevents a family member's travel by aircraft.

**C3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED**

A. Cabins Equipped with Same Seating. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full fare economy class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. Qualifying for 'other than economy/coach' travel is not required to purchase a non restricted economy fare seat in the front of the aircraft as the entire aircraft is 'economy'.

B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/approval is required. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

C. No Cost Upgrades. Upgrades to business/first class at no cost to the GOV'T, do not require authorization/approval.

**C3510 AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS**

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. C3515 or C3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

	<b>FIRST CLASS</b>	<b>BUSINESS CLASS</b>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. C2110-I.

**C3515 ECONOMY PLUS/COACH ELITE SEATING**

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the GOV'T's interest and/or necessary because the traveler and/or dependent is limited by a special need (see APP A) such that lesser cost economy/coach accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the GOV'T's interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* 'other than economy/coach' travel.

**C3520 BUSINESS CLASS AND FIRST CLASS**

**A. Restrictions and Limitations**

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at GOV'T expense, if a/an:

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
- b. En route rest stop is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. 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 including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
- b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEMLE, personnel evacuation,, RAT leave, EVT, or FVT since arrival/reporting time in these cases is not mission critical.

6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.

**B. Exceptional Circumstances.** Use of business/first class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business class is available, the traveler may not be moved into first class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.***

<p align="center"><b>Business Class and First Class Accommodations  may be Authorized/Approved Under One or More of These  Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS  CLASS</b></p>	<p align="center"><b>FIRST  CLASS</b></p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach and business class or first class (as appropriate).</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p> <p><b><i>Business class should be used, if available.</i></b></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>3. <u>Medical Reasons.</u> See par. C2110-Jfor medical reasons. First class may be considered for use when business class is not available.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>4. <u>Exceptional Security Circumstances.</u> These include:</p> <p>a. A traveler whose use of other than business class or first class service would endanger the traveler’s life, or GOV’T property.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<p align="center"><b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS CLASS</b></p>	<p align="center"><b>FIRST CLASS</b></p>
<p>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</p> <p>c. A courier or control officer accompanying a controlled pouch/package.</p> <p><i>Business class should be used, if available.</i></p>		
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <p>a. Federal advisory committees,</p> <p>b. Special high level invited guests, and</p> <p>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</p> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>7. <u>Transportation Payment by a Non Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <p>a. <i>For First Class Only</i>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</p> <p>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</p> <p>c. See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under <a href="#">31 USC §1108(g)</a>.</p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non U.S. certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. C3525 for rules governing U.S. certificated carrier use.</p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>10. <u>Overall Saving to GOV'T</u>. When business class use results in overall saving to the GOV'T that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison</p>	<p><b>X</b></p>	

<b>Business Class and First Class Accommodations                      may be Authorized/Approved Under One or More of These                      Conditions/Circumstances:</b>	<b>BUSINESS                      CLASS</b>	<b>FIRST                      CLASS</b>
must be stated on the order.		
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u> .  a. <i>All</i> of the following criteria must be met:  (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and  (2) Origin and/or destination is OCONUS, and  (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and  (4) A rest period cannot be scheduled en route, or at the TDY site before starting work.  b. The authorizing/approving official must state on the order:  (1) When the TDY travel was identified, and  (2) When travel reservations were made, and  (3) The cost difference between economy/coach class and business class.	<b>X</b>	
12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u> . Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.	<b>X</b>	

**C3525 U.S. CERTIFICATED AIR CARRIER USE**

A. Code Share Flights

1. When using code share flights involving U.S. certificated and non U.S. certificated air carriers, the U.S. certificated air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. certificated air carrier.
2. If the non U.S. certificated air carrier flight number is used on the ticket, the ticket is on a non U.S. certificated air carrier and a non availability of U.S. certificated air carrier document is needed.

B. Non U.S. Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S. certificated carriers for all official commercial air transportation as indicated in par. C3500.
2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non U.S. certificated air carrier if a U.S. certificated air carriers is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non U.S. certificated 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, DoD civilian employee, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate 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).
2. 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](#)).

D. Requirements

1. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as provided in par. C3525-F, U.S. certificated air carrier service is available if the:
  - a. Carrier performs the required commercial air transportation, and
  - b. Service accomplishes the mission, even though:
    - (1) A comparable/different kind of service by a non U.S. certificated air carrier costs less, or
    - (2) Non U.S. certificated air carrier service is preferred by the service/traveler,
    - (3) Non U.S. certificated air carrier service is more convenient for the service/traveler, or
    - (4) The only U.S. certificated air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. certificated carrier is available over the direct route.
2. U.S. certificated air carrier service is not available when one of the following exceptions exists:
  - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - b. No Service on a Flight Segment. No U.S. certificated air carrier provides service on a particular flight segment, in which case non U.S. certificated air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. certificated air carrier service.
  - c. Involuntarily Rerouting. A U.S. certificated air carrier involuntarily reroutes a traveler on a non U.S. certificated air carrier. If given a choice to substitute service, the traveler should select a U.S. certificated air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).

d. Transportation Paid for by non U.S. GOV'T Source. Air transportation on a non U.S. certificated air carrier is paid in full directly, or later reimbursed, by:

- (1) A foreign GOV'T (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
- (2) An international agency; or
- (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

***NOTE:*** See the Security Assistance Management Manual, [DoD 5105.38-M, Chapter 4, par. C4.5.12](#), when travel is on Security Assistance Business.

e. Travel Time

- (1) Non U.S. certificated air carrier service would be 3 hours or less, and U.S. certificated air carrier use would at least double en route travel time.
- (2) If a U.S. certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- (3) If a U.S. certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non U.S. certificated air carrier, such use would:
  - (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
  - (b) Extend travel time by at least 6 hours or more; or
  - (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

- (a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. certificated carrier that goes from Guyana to NY City, and then another U.S. certificated carrier from NY City to Miami, and finally a non U.S. certificated airfare from Miami to Belize. Alternatively, there is a non U.S. certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non U.S. certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.
- (b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non U.S. certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.
- (c) **Example 3.** If there is no U.S. certificated carrier, the general rule for DoD is to use a non U.S. certificated carrier to the CLOSEST point at which a U.S. certificated carrier can be found and then use a U.S. certificated carrier for the remainder of the trip. In the reverse, use a U.S. certificated carrier to the farthest distance possible and then use the non U.S. certificated carrier for the remainder. If there is a code share airline available that uses the U.S. certificated air carrier's flight number, that is considered to be the same as using a U.S. certificated carrier, as long as the U.S. certificated carrier's flight number is used.

f. AO Determination. The AO determines that a U.S. certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

g. Medical Reason. Non U.S. certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

h. Traveler Safety

(1) Non U.S. certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

(2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against a U.S. certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.

(3) Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against GOV'T employees/other travelers must be supported by threat evidence.

i. Only First Class Available. Only first class accommodations can be furnished by a U.S. certificated air carrier but less than first class accommodations are available on a non U.S. certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non U.S. certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S. certificated air carrier service between foreign OCONUS points requires:

(a) Boarding/exiting the carrier between midnight and 6 a.m., or

(b) Travel between midnight and 6 a.m.,

and a non U.S. certificated carrier is available that does not require travel at those hours.

(2) The traveler may travel by non U.S. certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. certificated air carrier ([56 Comp. Gen. 629 \(1977\)](#)).

l. Transportation Paid by a non Federal Source. A non U.S. certificated carrier may be used when transportation is paid for by a non Federal source, IAW the [Joint Ethics Regulation \(JER\), DoD 5500.07-R](#), or service regulations for non DoD Services.

**F. Non Availability Documentation**

1. Non U.S. certificated air carrier use may be authorized/approved when the AO determines a U.S. certificated air carrier is unavailable based on par. C3525-E criteria.

2. Documentation explaining why U.S. certificated air carrier service is not available must be provided to the traveler.

3. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable.

4. The documentation should include the:
  - a. Traveler's name,
  - b. Non U.S. certificated air carrier(s) used,
  - c. Flight identification number(s),
  - d. Origin, destination and en route points,
  - e. Date(s),
  - f. Justification, and
  - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S. certificated air carrier use must be selected.
- b. Schedule selection is made using the following guidelines when:
  - (1) U.S. certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. certificated air carrier must be used;
  - (2) U.S. certificated air carrier service is not available at origin/interchange point, non U.S. certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. certificated air carrier;
  - (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non U.S. certificated air service between the CONUS/non foreign OCONUS location, and a foreign OCONUS location. The travel should be rerouted so that available U.S. certificated air carriers are used.

2. Schedule Selection. The following example applies par. C3525-G1a when selecting a schedule.

3. Example

a. Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule 1</u>				<u>Schedule 2</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non U.S.	Depart:	Rome	1650	Non U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule 3</u>				<u>Schedule 4</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non U.S.	Depart:	Frankfurt	1650/2120	Non U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. C3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. certificated air carrier service.

c. Schedule 3 provides U.S. certificated air service from Ankara via Istanbul to Frankfurt, while U.S. certificated air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S. certificated air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S. certificated air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

H. Reimbursement. There is no transportation reimbursement, for any leg of a trip, when unauthorized/unapproved non U.S. certificated air carrier service is used. If a U.S. certificated air carrier service is available for an entire trip and the traveler uses a non U.S. certificated air carrier for any part of the trip, the transportation cost on the non U.S. certificated air carrier is not payable ([41 CFR §301-10.143](#)).

**C3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES**

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any type of aircraft that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and
2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;
2. Be aboard an aircraft to make repairs/observe aircraft performance;
3. Use air travel for expeditious duty performance in different geographical locations; and/or
4. Be aboard any type of GOV'T aircraft on scheduled /nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.
2. An employee may be required to travel on scheduled commercial aircraft or on transport type GOV'T aircraft operated on scheduled/semi scheduled flights.
3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.
2. Employee Medical Transportation. See par. C7140 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
- \*3. Dependent Medical Transportation. See par. C7185 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

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## PART G: TRAIN TRANSPORTATION

### C3600 GENERAL

A. Policy. A traveler must:

1. Use economy-/coach-class accommodations, unless 'other than economy-/coach' is authorized IAW this Part and APP H.
2. Use adequate reserved economy-/coach-class accommodations when available, and
3. Be provided slumber economy-/coach-class sleeping accommodations, for overnight travel.

B. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.
2. Upgrades at no cost to the GOV'T.

### C3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.
2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

### C3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or
2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

### C3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
- \*2. Business Class. Business class is above economy-/coach-class on extra fare trains (e.g. AMTRAK Acela Express), but is lower than first class.
3. No Economy-/Coach-Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

**C3620 AO AUTHORITY**

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. CONUS Train Service

\*a. Travel by extra fare trains (e.g. AMTRAK Acela Express), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.

\*b. Extra fare train service (e.g. AMTRAK Acela Express) is a class above the lowest class offered on a 'standard' economy train.

c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.

d. No further agency authority is needed.

e. If the lowest class available is first class, the AO must comply with par. C2110 requirements for 'other than economy/coach' travel.

f. "Coach" class is the lowest available class on Amtrak Regional trains.

\*g. AMTRAK Acela Express first class accommodations may be authorized/approved only IAW par. C3625 ([CBCA 2046-TRAV, 20 October 2010](#)).

3. OCONUS Train Service

a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.

b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.

c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. C2110 requirements for 'other than economy/coach' transportation annotation on the travel order.

d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.

e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. C3625.

**C3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS**

A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. C3510 may authorize/approve the 'other than economy/coach' train accommodations.

B. Requirements. See par. C2110-F.

C. Decision Support Tool and Procedures. See APP H.

D. Authorization/Approval ([OMB Bulletin 93-11, 19 April 1993](#)). ‘Other than economy/coach’ may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:
  - a. Means available coach class accommodations scheduled to:
    - (1) Leave within the 24-hour period before the traveler's proposed departure time, or
    - (2) Arrive within the 24-hour period before the traveler's proposed arrival time.
  - b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.
  - c. ***Does not include*** accommodations with a scheduled:
    - (1) Arrival time later than the required reporting time at the duty site, or
    - (2) Departure time earlier than the traveler is scheduled to complete the duty.
2. Medical Disability/Special Need
  - a. Authorization/Approval. See par. C2110-J and APP H4.
  - b. Disability/Special Need
    - (1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. C2110-J and APP H.
    - (2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.
    - (3) If the disability/special need is a lifelong condition, a certification statement is required every two years.
    - (4) A certification statement must include:
      - (a) A written statement by a competent medical authority stating special accommodation is necessary;
      - (b) An approximate duration of the special accommodation need; and
      - (c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.
  - c. Attendant. If an accompanying attendant is authorized IAW par. C7170 and the attendant’s services are required en route, the attendant may be authorized/approved to use the same ‘other than economy/coach’ accommodations.

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum 'other than economy/coach' accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

(2) A protective detail agent accompanying an individual authorized 'other than economy/coach' accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, 'other than economy/coach', is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/ approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Mission Requirement. When required because of agency mission.

## CHAPTER 4: TDY

### PART H: TDY STATION BECOMES PDS

#### C4800 TDY STATION BECOMES PDS

##### A. Notification of Change from TDY Station to PDS

1. Coordinate the employee's TDY assignment with the change in PDS notice.
2. Allow the employee time to return to the old PDS to arrange for a residence sale, dependent(s) and/or HHG transportation, and to perform PCS travel to the new PDS to report for duty on the PCS effective date.

##### B. Per Diem Allowance

1. Payment of per diem stops on (i.e., is not paid on or after) the date the employee receives notice that the TDY station becomes the PDS.
2. Per diem is paid if the employee performs a TDY at the new PDS before the transfer effective date, and the TDY is terminated by a return to the old PDS, at which the employee performs substantial duty. For example, notice is received on 1 September 2008, TDY is 4-6 September 2008, and the transfer effective date is 30 September 2008 ([B-214966, 27 December 1984](#)).

\*C. PCS Allowance. The employee is authorized PCS allowances provided the transfer is in the GOV'T's interest. See par. C5020 for mandatory and discretionary allowances that may be authorized.

##### D. Old PDS

1. Return travel to Old PDS. Return travel to the old PDS from the TDY (new PDS) location when an employee is transferred in the GOV'T's interest, may be authorized/approved at GOV'T expense ([B-169392, 28 October 1976](#)). See pars. C4800-D1a and C4800-D1b.

###### a. Before the PCS effective Date

- (1) Return transportation to the old PDS under the TDY order, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2600, if POC travel is determined to be to the GOV'T's advantage, plus per diem for the return trip payable ICW return from TDY; and
- (2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate (par. C2605), for travel to the new PDS plus per diem payable ICW PCS travel.

###### b. After the PCS Effective Date

- (1) Transportation under the PCS order to the old PDS, or MALT reimbursement for POC use at the rate in par. C2605 ([69 Comp. Gen. 424 \(1990\)](#)) plus per diem for the return trip payable ICW PCS travel; and
- (2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate in par. C2605 for travel to the new PDS plus per diem payable ICW PCS travel.

##### 2. Per Diem at the Old PDS

- a. Before the PCS Effective Date. Return to the old PDS, before the date that the employee's TDY location becomes the employee's PDS, is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS.

b. After the PCS Effective Date. Return transportation to the old PDS, after the date on which the TDY location becomes the employee's PDS, is authorized as PCS travel and per diem at the old PDS is not authorized ICW such travel.

E. GAO and GSBGA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a TDY period or periods at the new official station between the time the employee receives the transfer order and the order stated effective date if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBCA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBCA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977.

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4800-E5a.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS order should be issued. Round trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS order dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. [B-205440, 25 May 1982](#). An employee stationed in Washington, DC, who performed intermittent TDY in Hines, IL, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY order to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, DC.
8. [B-213742, 5 August 1985](#). Since employee was notified, while at a TDY station (Washington, DC), that Washington, DC, had been changed to the employee's PDS, the employee may be reimbursed for round trip travel and transportation expenses incurred between Washington, DC, and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.
9. [64 COMP. GEN. 205 \(1985\)](#). An employee received travel and per diem during an alleged 6 month detail in Washington, DC, and then was permanently assigned to Washington. Whether a particular location should be considered a TDY station or PDS is a question of fact to be determined from the order directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6 month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.
10. [69 Comp. Gen. 424 \(1990\)](#). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by POC to retrieve stored HHG. The employee is authorized en route per diem and MALT for the round trip since relocation travel by POV is deemed to be to the GOV'T's advantage.
11. [B-253033, 16 November 1993](#). An employee's official duty station was Salt Lake City, UT. The employee was on a TDY assignment in San Bernardino, CA, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The transfer effective date for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

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## CHAPTER 4: TDY

### PART K: TRAINING COURSE ATTENDANCE

#### C4900 ALLOWANCES

A. General. An employee attending a TDY training course ([5 USC §4104-4109](#)) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. C4300 and C4930), or
2. Dependent and HHG transportation to and from the training location (pars. C4905 and C4910).

B. In the PDS Area

1. Authorized Reimbursement. An employee attending a TDY training course in the PDS area may be authorized the following:

- a. TDY mileage, and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and
- b. Common carrier transportation costs reimbursement.

2. Unauthorized Reimbursement. Per diem/AEA is not payable when an employee is authorized:

- a. Transportation reimbursement to and from the training location in par. C4900-B1a; or
- b. Common carrier transportation in par. C4900-B1b,

except as provided in par. C4920-C.

C. Conference/Training at the PDS as Training Expenses

1. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS *may not be paid as travel and transportation allowances*.

2. Training cost:

a. Payment authority at the PDS is in:

- (1) [10 USC §2013](#); [5 USC §4109](#); [42 USC §218a](#); and
- (2) [14 USC §469](#); and

b. Must be an integral to the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)).

3. When training events require subsistence costs at the PDS, payment authority is made through training and/or comptroller personnel using the above legal authority.

4. *This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.*

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**C4905 DEPENDENT AND HHG TRANSPORTATION**

A. General

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. Per diem is not authorized for dependents:
  - a. At the employee's TDY location, or
  - b. While traveling to/from the TDY location.

B. Allowances Authorized

1. If the estimated round trip transportation total cost for dependents (*excluding per diem*) and HHG between the PDS and the training location is less than total per diem/AEA payments the employee could receive, the AO may authorize round trip dependent and HHG transportation instead of per diem/AEA payments.
- \*2. When round trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. C5212.
3. Dependent and HHG round trip transportation may be changed to authorize per diem/AEA payment any time before transportation begins. *After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).*

C. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem/AEA is not a PCS to the training location and the following allowances are **not** authorized:

1. Per diem payment for dependent travel,
2. A HHT,
- \*3. TQSE payment (see par. C5546-C5),
4. MEA, and
5. Reimbursement for real estate transactions and/or unexpired leases.

D. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity/command that funds the training assignment.
2. The activity/command having jurisdiction over the employee is responsible for travel order issuance.

**C4910 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:
  - a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and
  - b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

***NOTE: Per diem for dependents is not authorized.***

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at GOV'T expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS ([52 Comp. Gen. 834 \(1973\)](#)).

\*B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. C5212.

C. Real Estate Transactions

- \*1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part N purposes.
- \*2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part N.
- \*3. Payment of the real estate transaction allowances in Ch 5, Part N (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
  - a. Successfully completed the training program,
  - \*b. Signed the service agreement required in par. C5618, and
  - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See [B-161795, 29 June 1967](#).

**C4915 INTERN AND/OR TRAINEE**

A. Determining Move Type

1. When moving an intern/trainee, the DoD COMPONENT must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination. However, there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.

\*B. Applicability. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. C5022.*

**C4920 TRANSPORTATION AND PER DIEM/AEA**

A. Travel ICW Beginning/Ending of Training. Transportation and per diem/AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

B. Employee Elects to Commute between the Training Location and PDS Residence. If an employee is authorized per diem/AEA but elects to commute between the training location and PDS residence, en route per diem/AEA reimbursement and daily round trip transportation is NTE the per diem/AEA allowed if the employee had remained at the training location. See par. C4440.

C. Employee Authorized to Remain Overnight at the Training Location. The employee is authorized *round trip* TDY mileage or the cost of *round trip* public conveyance transportation (from the residence to the training location) and per diem/AEA (par. C4300 and C4930) when authorized to remain overnight at the training location to comply with training assignment requirements.

**C4925 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

A. General. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY.

B. Per Diem. Daily reimbursement for lodging and M&IE is NTE the applicable locality per diem rate authorized in Ch 4, Part B.

C. Training Cost Includes Lodging and Meals

1. If the school/other institution that is sponsoring the training includes lodging and meals as part of the training cost, the employee is only authorized the appropriate IE amount under Ch 4, Part B.
2. If lodging and meal costs are not included, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B ([60 Comp. Gen. 181 \(1981\)](#)).

D. AEA. For AEA information, see Ch 4, Part C.

E. Reimbursement Limitation. Reimbursement is not authorized for any items rented for contract QTRS that are rented with an "option to buy" ([GSBCA 15890-TRAV, 29 July 2003](#)).

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**C4930 PER DIEM FOR TRAINING ASSIGNMENT**

- A. General. Per diem rates for all courses of instruction are the same as for any other TDY (see Ch 4, Part B) except as in par. C4930-D.
- B. Per Diem Rate Change. See par. C4095 for procedures to request a rate change.
- C. Arrival/Departure. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodging Plus' method in par. C4130-B.
- D. Rates for Specific Training Courses
1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rate is not subject to further reduction.***
  2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for GOV'T QTRS use, the \$12.50 is increased by the QTRS' charge, without rounding the total to the nearest dollar.
  3. The Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, an employee receives the IE amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the employee is required to purchase.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART I: TEMPORARY LODGING

#### SECTION 3: TQSE ACTUAL EXPENSE (TQSE(AE))

##### C5566 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

- \*1. \$129 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2013), or
2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).*

##### C5568 AUTHORITY

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is determined on a case-by-case basis.

##### C5570 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 –RELO, 26 June 2001](#), [GSBCA 16646 - RELO, 8 August 2005](#), and JTR, par. C5545-B1c ).

- (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
  - (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
  - (5) Similar factors.
- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
  - c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
  - d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5545-B applies, from the date the HHG are delivered.

#### **C5572 ELIGIBILITY PERIOD**

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.
2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. C5018.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.
2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:
  - a. Travel between the old and new PDS (actual travel time);
  - b. Necessary official duties such as an intervening TDY assignment/military duty; or
  - c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5572-B2above:

- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
- b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
- c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging ([69 Comp. Gen. 72 \(1989\)](#)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first ([FTR §302-6.108](#)) ([CBCA 1941-RELO, 5 October 2010](#)).

**C5574 RECEIPTS AND SUPPORTING DOCUMENTATION**

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5574-A2 and C5574-A3.
2. Receipts. DoDFMR 7000.14-R, Volume 9 requires a receipt for:
  - a. Lodging costs paid, showing location, dates, and by whom occupied;
  - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
  - a. The cost of each meal, for each day, by date, and where and by whom consumed;
  - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
  - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.

#### C5576 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
  - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5572);
  - b. A reasonable amount; and
  - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. C5544-D4).
  - a. **Example 1**. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement, IAW par. C2710-A2.
  - b. **Example 2**. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement IAW par. C2710-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging ([B-217435, 29 August 1985](#)), **NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing ([B-217435, 29 August 1985](#)).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The 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 old/new PDS M&IE rate, as appropriate, if otherwise eligible.

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

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). Par. C5548 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. C4160-A ([50 Comp. Gen. 647 \(1971\)](#), [52 id. 730 \(1973\)](#), [CBCA 1573-RELO, 17 November 2009](#), [B-191831, 8 May 1979](#), [B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#)). ***An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.***

1. Computation Rules. ***Step 1:*** Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. ***Step 2:*** Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. **Example 1**. The employee claimed \$960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - \$800 and utilities - \$160. The actual TQSE daily lodging cost is \$48 (\$960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$960 (\$48/day x 20 days) for lodging during the authorized TQSE period.

b. **Example 2.** The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350 - , utilities - \$90, and mandatory GOV'T fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. C4165-B when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

## C5578 COMPUTATION

### A. TQSE(AE) Calculation

#### 1. HHT Deduction

##### a. General

(1) If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging-Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part M - HHT).

(2) For example, if an employee is:

(a). Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;

(b) Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or

(c) Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

##### b. Example 1 -- Authorized 10 days for HHT ('Lodging-Plus' Method) and 60 days TQSE(AE)

9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. C5576-B ) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5578-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5570-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5576-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the 2nd 30 days.

***NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).***

c. Example 2 -- Authorized 10 days for HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE)

5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5668-B3b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. C5668-B3b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

***NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.***

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5668-B3a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. C5668-B3a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. C5624-B2a) and 25 days TQSE(LS) for the employee and dependents

8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. C5668-B3a and TQSE(LS) for 25 days as indicated in par. C5564.

***NOTE: (a) There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT ('Lodging-Plus' Method) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.***

g. Example 6 -- Initially Authorized a 10-day HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5570-B2

10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. \$129, Standard CONUS per diem rate (*effective 1 October 2013*).

b. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) [per diem rate](#) in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from the employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse/domestic partner who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

***NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$123) in pars. C5372-A2a through C5372-A2d are \$123, \$92.25, \$92.25, and \$61.50, respectively, if the temporary lodging is occupied in CONUS.***

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

- (1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).
- (2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.
- (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.
- (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

**NOTE:** *If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. C5372-A2a through C5372-A2d are \$92.25, \$61.50, \$61.50, and \$49.20 respectively.*

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*), the additional days must be computed at the same rates allowed for the second 30-day period in par. C5578-A2d above. **The total time period for which TQSE(AE) may be paid may never exceed 120 days.**

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$123) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. **AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).**

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$123 (Eff 1 October 2010)				
Employee or Unaccompanied Spouse/Domestic Partner	\$123	\$123	\$123 x 75%	\$92.25
Accompanying Spouse/Domestic Partner	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent 12 and older	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent under 12	\$123 x 50%	\$ 61.50	\$123 x 40%	\$49.20

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$123/day x 5 days (\$615). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

**Part I: Temporary Lodging/Section 3: TQSE(AE)**

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4. **TQSE(AE) Example 3.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. **TQSE(AE) Example 4.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. **TQSE(AE) Example 5.** An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period ([B-247061, 6 May 1992](#)).

7. **TQSE(AE) Example 6.** An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$123 (\$77/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 x 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days ([GSBCA 16430-RELO, 13 October 2004](#)).

## PART A: EVACUATION TRAVEL

### C6000 LEGAL BASIS

#### A. Transportation Authority

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

#### B. Pay and Allowances

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

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

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

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

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

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

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

**C6005 FOREIGN AREA EVACUATION**

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

B. Authorizing/Ordering an Evacuation

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

C. Authorized Transportation

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

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

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

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

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

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

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

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

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

C. Authorized Transportation

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

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

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

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

D. Limited Evacuation

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

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:
  - a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or,
  - b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

**E. Per Diem/Subsistence Expense**

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

**C6015 SAFE HAVEN**

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

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

- A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:
  1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or
  2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."
- B. Location. POV storage may be at a place determined to be reasonable by the DoD COMPONENT concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](#)).
- C. Expenses
  1. Allowable expenses for the emergency storage of the traveler's POV include:
    - a. Necessary expenses for actual storage,
    - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
    - c. Local transportation expenses to and from storage, and
    - d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

**C6022 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE ([FTR §302-9.11](#))**

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

**C6025 POV SHIPMENT**

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

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

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

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## CHAPTER 7

### SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

**Paragraph Title/Contents**

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#### **PART A: LEAVE**

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##### **SECTION A1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

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<b>C7000</b>	<b>FEML TRANSPORTATION</b>
	A. Policy
	B. Eligibility
	C. Authorized Transportation
	D. Dependent Travel
	E. Number of FEML Trips
	F. Time Limitation
	G. Waiver Authority
	H. FEML Combined with other Travel
	I. FEML Locations/Destinations
	J. Transportation
	K. Per Diem
	L. Dual Allowances
	M. Charge to Leave
	N. Repayment of FEML Transportation Costs
	O. Order
	P. Legal Authority

##### **SECTION A2: FUNDED REST AND RECUPERATION (R&R) LEAVE**

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<b>C7005</b>	<b>FUNDED R&amp;R LEAVE TRANSPORTATION</b>
	A. Policy
	B. General
	C. Eligibility
	D. R & R Locations/Destinations
	E. Transportation
	F. Official Duty in Iraq, Afghanistan, or Pakistan

##### **SECTION A3: RENEWAL AGREEMENT TRAVEL (RAT)**

---

<b>C7010</b>	<b>RAT LEAVE</b>
	A. General
	B. Eligibility Requirements for All OCONUS Areas
	C. Employee Stationed in AK or HI on 8 September 1982
	D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982
	E. Allowable Travel and Transportation

---

**Paragraph Title/Contents**


---

- F. RAT Denial/Delay
- G. Travel in Family Units not Required
- H. Travel in Family Units not Required
- I. Baggage Transportation
- J. UB of a DODEA Teacher Authorized an Extended Leave of Absence
- K. HHG SIT
- L. Per Diem
- M. Leave Status during Absence from Duty
- N. Alternate Destination
- O. Limitations
- P. DoD Education Activity (DoDEA) Teacher
- Q. Dependent Transportation
- R. Relocation Allowance Table
- S. Travel and Transportation Funding
- T. RAT Eligibility Table

**SECTION A4: EMERGENCY LEAVE**


---

**C7015 EMERGENCY VISITATION TRAVEL (EVT)**


---

- A. Related Information
- B. General
- C. Legal Authority
- D. Funding
- E. Limit on Number of Travelers
- F. Definitions
- G. Transportation Expenses
- H. Travel Limitations
- I. Order
- J. Refund
- K. Charge to Leave
- L. Leave Under the Family Medical Leave Act of 1993
- M. Effect of EVT on RAT
- N. EVT Followed by FVT
- O. EVT for Medical Reasons
- P. EVT in the Event of an Immediate Family Member's Death
- Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies
- R. Incapacitated Parent
- S. Unusual Personal Hardship
- T. EVT Table

---

**Paragraph Title/Contents**

---

- C7020 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY**
- A. General
  - B. DoD Component Responsibility/Authority Delegation
  - C. Employee Responsibility and Documentation
  - D. Definitions
  - E. Employee's Incapacitating Illness/Injury
  - F. Personal Emergency Situation

---

**SECTION A5: FAMILY VISITATION TRAVEL (FVT)**

---

- C7025 GENERAL**
- A. Purpose
  - B. Discretionary Allowance
  - C. Legal Authority
  - D. Allowable Transportation Expenses
  - E. Eligibility
  - F. Commercial Transportation
  - G. Travel Order
  - H. Refund
  - I. Year
  - J. Charge to Leave
  - K. Scheduling
  - L. Travel to the CONUS/Non-foreign OCONUS Area
  - M. Travel to Visit Dependents in a Foreign Country

---

**PART B: WITNESS TRAVEL**

---

- C7055 WITNESS TRAVEL**
- A. General
  - B. Definitions
  - C. Reimbursement
  - D. Funding

---

**PART C: COURIER TRAVEL**

---

- C7060 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**
- A. Travel and Transportation Allowances
  - B. Transportation
  - C. Documentation

---

**Paragraph Title/Contents**

---

---

**PART D: TRAVEL ICW THE DEATH OF AN EMPLOYEE/DEPENDENT**

---

- C7065 GENERAL**
- A. DoD COMPONENT Responsibility
  - B. Application
  - C. Operational Requirements
- C7070 RESPONSIBILITY**
- A. General
  - B. Applicable Regulations
- C7075 DEATH RELATED EXPENSES**
- A. Death Related to Official Duty Performance
  - B. Death During an Absence from Duty
- C7080 PREPARATION OF REMAINS**
- A. Employee
  - B. Employee's Dependent
- C7085 TRANSPORTATION**
- A. Remains of Employee
  - B. Remains of Employee's Dependent
  - C. Dependent(s), Baggage and HHG
  - D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties
- C7090 PER DIEM TERMINATION**
- C7095 ESCORT(S) FOR EMPLOYEE REMAINS**
- A. Authorization
  - B. Limitations
  - C. Travel Expenses
  - D. Escort Travel
- C7100 PCS EXPENSES**
- A. PCS Payment to the Employee's Dependent(s)/Immediate Family
  - B. Authorized Expenses
- C7105 PAYMENT OF EXPENSES**
- A. General
  - B. Payment Prohibition when Other Laws Apply
  - C. Expenses Incident to Death of an Employee Serving in a Contingency Operation

---

**Paragraph Title/Contents**

---

---

**PART E: CIVILIAN ESCORTS AND ATTENDANTS**

---

- C7110 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT**
- A. DoD Civilian Employee
  - B. Non-DoD GOV'T Employee
  - C. Non-GOV'T Civilian
  - D. Funds Advance
- C7115 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT**
- A. DoD Civilian Employee
  - B. Non-DoD GOV'T Employee
  - C. Non-GOV'T Civilian
  - D. Funds Advance
- C7117 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT, RETIRED MEMBER OR DEPENDENT**
- A. DoD Civilian Employee
  - B. Non-DoD GOV'T Employee
  - C. Non-GOV'T Civilian
  - D. Funds Advance
- C7120 ESCORT/ATTENDANT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**
- A. DoD Civilian Employee
  - B. Non-DoD GOV'T Employee
  - C. Non-GOV'T Civilian
  - D. Funds Advance
- C7125 ESCORT/ATTENDANT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**
- A. DoD Civilian Employee
  - B. Non-DoD GOV'T Employee
  - C. Non-GOV'T Civilian
  - D. Funds Advance

---

**Paragraph Title/Contents**

---

---

**PART F: MEDICAL TRAVEL**

---

**SECTION F1: EMPLOYEE MEDICAL TRAVEL**

---

**C7140 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

**C7145 MEDICAL TRAVEL ADMINISTRATION**

- A. Applicable Regulations
- B. Travel Order
- C. Funding
- D. Excess Costs Agreement
- E. 'Other than Economy/Coach' Accommodations

**C7150 TRANSPORTATION**

- A. General
- B. Limitation

**C7155 PER DIEM**

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care
- G. Newborn Infant
- H. Per Diem Rates

**C7160 EXCESS ACCOMPANIED BAGGAGE****C7165 SAMPLE EXCESS COST AGREEMENT**

---

**Paragraph Title/Contents**


---

- C7170 ATTENDANTS/ESCORTS**
- A. Definition
  - B. Determination
  - C. Appointment
  - D. Travel Allowances
  - E. Attendant/Escort Compensation Agreement
  - F. Attendant/Escort Per Diem
  - G. Non Concurrent Attendant Travel

---

**SECTION F2: DEPENDENT MEDICAL TRAVEL**


---

**C7175 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

**C7180 MEDICAL TRAVEL ADMINISTRATION**

- A. Applicable Regulations
- B. Travel Order
- C. Funding
- D. Excess Costs Agreement
- E. Other than Economy/Coach Accommodations

**C7185 TRANSPORTATION**

- A. General
- B. Limitation

**C7190 PER DIEM**

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care
- G. Newborn Infant
- H. Per Diem Rates

**C7195 EXCESS ACCOMPANIED BAGGAGE**

---

**Paragraph Title/Contents**


---

**C7200 SAMPLE EXCESS COST AGREEMENT**

**C7205 ATTENDANTS/ESCORTS**

- A. Definition
- B. Determination
- C. Appointment
- D. Travel Allowances
- E. Attendant/Escort Compensation Agreement
- F. Attendant/Escort Per Diem
- G. Non-Concurrent Attendant Travel

**C7210 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**

- A. Eligibility
- B. Restrictions
- C. Payment Authority

**PART G: TRAVELING WITH A MEMBER OF CONGRESS OR CONGRESSIONAL STAFF**

---

**C7225 GENERAL**

- A. Application
- B. Reimbursement

**C7230 DEFINITIONS**

- A. Member of Congress
- B. Congressional Staff Employee
- C. Secretary Concerned

**C7235 TRANSPORTATION, PER DIEM, AND AEA RATES**

**C7240 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES**

**PART H: TRAVEL TO RECEIVE A NON FEDERALLY SPONSORED HONOR AWARD**

---

**C7245 GENERAL**

- A. Authority
- B. Authorization/Approval for Other Reasons

**C7250 PERSON ACCOMPANYING THE TRAVELER**

**C7255 ALLOWABLE EXPENSES**

---

Paragraph	Title/Contents
-----------	----------------

---

C7260	REIMBURSEMENT RESTRICTION
-------	---------------------------

C7265	REGISTRATION FEES
-------	-------------------

---

**PART I: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL/INJURED UNIFORMED SERVICE MEMBER**

---

C7270	GENERAL
-------	---------

- A. Travel Status
- B. Authority
- C. Funding
- D. Transportation Mode and Routing
- E. Non-Family Member Travel

---

**PART J: REPATRIATION TRANSPORTATION**

---

C7275	OTHER THAN ARMY CIVILIAN MARINE PERSONNEL
-------	---

- A. Conditions
- B. Transportation Payment
- C. Transportation Cost

C7280	ARMY CIVILIAN MARINE PERSONNEL
-------	--------------------------------

- A. Repatriation Authorized
- B. Repatriation Not Authorized
- C. Repatriate Classification
- D. Assistance Furnished

---

**PART K: MISSING PERSONS**

---

C7285	GENERAL
-------	---------

- A. Authorized Transportation
- B. Transportation Requirements
- C. Dependent

C7290	CONDITIONS
-------	------------

- A. HHG and Personal Effects Transportation
- B. POV Transportation
- C. Travel and Transportation Allowed
- D. Employee in an Injured Status

C7295	RESPONSIBILITY
-------	----------------

---

**Paragraph Title/Contents**

---

---

**PART L: DEPENDENT STUDENT TRAVEL**

---

**C7300 DODEA STUDENT ACTIVITY TRAVEL**

- A. Travel Authority
- B. Activity Determination
- C. Per Diem Not Authorized

**C7305 DEPENDENT STUDENT TRAVEL**

- A. Authority and Eligibility
- B. Transportation Of A Student With A Disability For Diagnostic And Evaluation Purposes
- C. Per Diem

---

**PART M: RESERVED (C7310-C7330)**

---

---

**PART N: PRE-EMPLOYMENT INTERVIEW TRAVEL**

---

**C7335 APPLICABILITY**

- A. Application
- B. Policy

**C7340 AUTHORIZATION**

- A. Payment Authority
- B. Eligibility

**C7345 RESPONSIBILITIES**

- A. DoD Component Responsibilities
- B. Interviewee Responsibilities

**C7350 REIMBURSEMENT**

- A. Allowable Expenses
- B. Expenses Not Allowed

**C7355 FUND SOURCE**

- A. Travel Expenses
- B. Sources Not Allowed

**C7360 REIMBURSEMENT CLAIM**

- A. Fraudulent Claim
- B. Receipt and Record Maintenance
- C. Travel voucher Preparation and Submission

---

**Paragraph Title/Contents**

---

---

**PART O: IPA MOBILITY PROGRAM**

---

- C7365**      **TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOV'T AND A STATE OR LOCAL GOVERNMENT OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
- A. General
  - B. Authority
  - C. Allowable Travel and Transportation Reimbursement
  - D. Time Limitation
  - E. IPA Mobility Program

---

**PART P: THREATENED LAW ENFORCEMENT OFFICERS**

---

- C7370**      **GENERAL**
- A. Authorization/Approval
  - B. Transportation and Subsistence Expenses
  - C. Time Limits
  - D. PCS Instead of Temporary Accommodations
  - E. Orders
- C7375**      **ELIGIBILITY**
- A. General
  - B. Extended Family
- C7380**      **TEMPORARY ACCOMMODATIONS**
- A. Location Determination
  - B. Different Locations for Employee and Family Member(s)
- C7385**      **DELEGATION OF AUTHORITY**
- C7390**      **RISK EVALUATION**
- A. General
  - B. Individual Case Assessment
- C7395**      **TRANSPORTATION**
- A. General
  - B. Deviation for Security Reasons

---

**Paragraph Title/Contents**

---

**C7400 SUBSISTENCE PAYMENTS**

- A. General
- B. DoJ Evaluation Period
- C. Time Limitation
- D. Maximum Allowable
- E. Maximum Daily Amount
- F. Actual Expenses Payment
- G. Expenses Covered

**C7405 ITEMIZATION AND RECEIPTS**

- A. Itemization
- B. Receipts
- C. Exceptions

**C7410 FUNDS ADVANCE**

- A. General
- B. Limitations
- C. Reimbursement to the GOV'T

---

**PART Q: TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED**

---

**C7415 GENERAL**

- A. Provisions
- B. Policy
- C. Applicability
- D. Limitations

**C7420 DEFINITIONS**

- A. Disability
- B. Physical/Mental Impairment
- C. Major Life Activities
- D. Substantially Limits
- E. Has a Record of Such an Impairment
- F. Is Regarded as Having Such an Impairment
- G. Employee with a Special Need

**C7425 ALLOWABLE EXPENSES****C7430 PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**

- A. General
- B. Travel Expenses

---

**Paragraph Title/Contents**

---

- C7435**      **SPECIALLY EQUIPPED AUTOMOBILE TRANSPORTATION BETWEEN CONUS PDSs**  
A. Provision  
B. Transportation/Reimbursement

---

**PART R: TRAVEL OF A CONSULTANT OR EXPERT**

---

- C7440**      **TRAVEL OF CONSULTANT OR EXPERT**  
A. Authority  
B. Conditions

---

**PART S: LABOR ORGANIZATION REPRESENTATIVE TRAVEL**

---

- C7450**      **TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**  
A. General  
B. Certification

---

**PART T: JUROR TRAVEL**

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- C7465**      **JUROR TRAVEL**

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## SECTION 1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

### C7000 FEML TRANSPORTATION

A. Policy. FEML policy is established for Uniformed Service members in [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, subsection 1.j.(8). This policy is adopted and used for a DoD civilian employee.

B. Eligibility

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

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

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

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

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

D. Dependent Travel

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

E. Number of FEML Trips

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

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

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

3. A DoD civilian employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. See Par. C7000-N if the employee does not complete the FEML tour length.

F. Time Limitation. FEML travel:

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

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

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

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

1. FEML Location. To qualify, a location must meet [DoDI 1327.06](#) requirements and be designated by an authority listed in par. C7000-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s)
  - a. A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
  - b. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use.
  - c. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

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

b. Example 2

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

5. Location Designation/Recertification

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

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

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

J. Transportation

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

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

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

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

3. Procurement. Commercial air transportation must be IAW par. C2400.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C4780 and Ch 3, Part D).
- b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination, plus ground transportation cost (par. C7000-J4a).
- \*c. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

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

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

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

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

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

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

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

O. Order

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

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

3. Commercial Air Transportation. See par. C3525.

4. Arranging Official Travel. See par. C2400.

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

## SECTION 2: FUNDED REST AND RECUPERATION (R&R) LEAVE

### C7005 FUNDED R&R LEAVE TRANSPORTATION

#### A. Policy

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

#### B. General

1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (APP I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.
3. Arranging Official Travel. See par. C2400.
4. Commercial Aircraft Use. See par. C3525.
5. Legal Authority for this Part. [10 USC §1599B](#) and [22 USC §4081\(6\) and \(8\)](#).
6. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

#### C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
  - a. Standard Tour. One per 12 month period.
  - b. Contingency Tour
    - (1) One per contingency tour.
    - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
    - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
  - c. Extended Tour. Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave. See par. C7005-E5c.

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

4. 60 Consecutive Day Requirement

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

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

1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. C7005-D5. **Do not send designation requests to PDTATAC.**

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

3. Alternate Destination

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

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

a. Example 1

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C, is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Redesignation

a. Designating Authority. PDUSD (P&R) is the designating authority for R&R locations/destinations for DoD Services.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for uniformed members and civilian employees . See JFTR, par. U7005 for uniformed member R&R transportation.

2. Restrictions

a. A traveler taking an R&R trip may use:

- (1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- (2) Commercial air transportation if space required military air transportation is not reasonably available, and
- (3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. C2400.

\*4. Reimbursement. Reimbursement must not exceed the GOV'T procured transportation cost between a traveler's PDS and the authorized destination as determined in par. C7005-D2. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

5. Time Limitation

- a. Standard Tour: Traveler must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.
- b. Contingency Tour: Traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***
- c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave.

F. Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible DoD civilian employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible DoD civilian employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. C7005-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.***

1. Authorized Transportation. The employee:

- a. Is authorized round trip transportation to the designated locations provided in APP U,
- b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW [DoDI 1400.25, Vol. 630](#).

The provisions in Ch 7, Part A2 must be applied when requesting and authorizing R&R travel.

2. Authority

- a. [P. L. 109-234](#) (Sec. 1603, Iraq and Afghanistan),
- b. [22 USC §4081\(6\)](#),
- c. [OSD \(P&R\) memo dated 4 May 2007](#),
- d. [P. L. 110-417](#) (Sec. 1102, Iraq and Afghanistan),
- e. [OSD \(P&R\) memo dated 20 October 2008](#) (Iraq and Afghanistan),
- f. [P. L. 111-84](#) (Sec. 1107, Pakistan),
- g. [OSD \(P&R\) memo dated 27 December 2011](#) (Pakistan),
- h. [5 USC §9904](#), and
- i. [OUSD \(P&R\) memo of 27 December 2011](#).

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

- a. 6 or more Months but Fewer than 12 Months. An employee:
  - (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and

- (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.
- b. 12 Consecutive Months. An employee:
- (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12 month service period, and
  - (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and
  - (3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).
4. Limitations. An:
- a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual ([DoDI 1400.25, Vol. 630](#)) and/or other personnel related written material; and
  - b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.
5. Retroactive Benefits and Gratuities. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. DoD COMPONENTS must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW [OUSD \(P&R\) memo dated 27 December 2011](#).***

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### SECTION 3: RENEWAL AGREEMENT TRAVEL (RAT)

#### C7010 RAT LEAVE

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C7010-C and C7010-D for an employee serving tours of duty in AK or HI.*

***NOTE:*** *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

#### B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. C7010-B2 to be eligible for the allowances in par. C7010-A.

2. Requirements. Prior to departure from the OCONUS PDS an employee must have:

\*a. Satisfactorily completed the prescribed tour of duty (par. C5624-C and APP Q3 for prescribed tours of duty), and

b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. C7010-N1, C7010-N2, and C7010-N3 and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

c. (For HI or AK) Eligibility under pars. C7010-C and C7010-D.

C. Employee Stationed in AK or HI on 8 September 1982. An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in AK or HI, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within AK or HI (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in AK or HI; or

2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

#### D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD COMPONENT involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.

2. This authority may be used only when required to fulfill DoD COMPONENT staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.

3. DoD COMPONENT written material must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD COMPONENT determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. *An employee must be advised in writing of this limitation.*

***NOTE: The successive tours must be in the same State. A tour in HI followed by a tour in AK, or vice versa, does not qualify.***

\*E. Allowable Travel and Transportation

1. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS.

2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. C7010-C).

3. *See par. C2203 for the mandatory use of CTOs/TMCs for transportation arrangements.*

4. *See par. C7010-L for per diem.*

5. *POC mileage is not authorized for RAT while on an OCONUS tour (§302-4.301).*

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. C7010-P, RAT may be denied only when the employee:

- a. Is being processed for separation, or
- b. Is going to be involved in a RIF, or
- c. Has a removal action pending, or
- d. Has been reassigned to a U.S. position, or
- e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay

a. General

(1) *Delay may not be imposed on a DoDEA teacher.*

(2) RAT at GOV'T expense may not be denied to an employee who has earned it except IAW par. C7010-F1.

(3) The time at which leave is granted (to perform RAT) is subject to appropriate personnel written material.

\*(4) RAT ordinarily is performed between OCONUS tours of duty (par. C5626-C2). Travel at a later

date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander ([B-232179, 6 October 1989](#)) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

(1) Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

- (a) The employee is engaged on a project that is scheduled for completion within a reasonable time,
- (b) There is a temporary personnel shortage, or
- (c) For other good reasons.

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

\*c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. C5624-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- (1) The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- (2) 12 months.

\*d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. C5624-C5).

e. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

**Example:** An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

G. Travel in Family Units not Required. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C7010-P.

H. RAT Non-Cumulative. RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement ([35 Comp. Gen. 101 \(1955\)](#)). ***RAT authorization is not cumulative from one period of service to another if not used.***

I. Baggage Transportation

1. General. Travelers should transport minimal baggage with them during RAT. The maximum baggage allowance that may be authorized at GOV'T expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by whether the baggage is accompanied or unaccompanied.

2. Excess Baggage

a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).

b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:

a. Is authorized for up to 100 lbs./person (net weight).

b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

J. UB of a DODEA Teacher Authorized an Extended Leave of Absence. A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and

2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized ICW/in addition to this shipment IAW par. C7010-I. Transportation under par. C7010-J is in place of UB the employee may be authorized to transport under the provisions of par. C7010-I.

***\*NOTE: See par. C5286-B for UB ICW PDT.***

\*K. HHG SIT. See Chapter 5, Part E, Section 5 for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. ***No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. C7010-E for allowable travel and transportation allowances.

***\*NOTE: AEA in JTR, Ch 4, Part C may not be authorized/approved for RAT/PCS travel.***

2. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

<b>Renewal Agreement Travel</b>			
<b>*NOTE:</b> See the <a href="#">Standard CONUS per diem rate</a> or par. C2025 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
*3. The employee is authorized per diem since actual time exceeds 12 hours. See par. C5056-B.			
4. Maximum per diem rate at time of travel \$129 (\$83/ \$46) and OCONUS PDS per diem rate is \$239 (\$131/ \$108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$46 (M&IE) =	\$ 34.50
	9/2- 9/30	No per diem	0.00
	10/1	75% x \$108 =	\$ 81.00
	10/1 – 10/2	75% x \$108 (M&IE) =	\$ 81.00
<b>Total Reimbursement</b>			<b>\$196.50</b>
*6. Par. C5056-B applies and the destination M&IE rate (\$46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
*7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. C5056-B2a & C5056-B3.			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD COMPONENT applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. C7010-P.

N. Alternate Destination

1. Authorization

a. An employee/dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

- (1) A CONUS/non-foreign OCONUS location, or
- (2) The country of the employee's actual residence.

b. Either destination listed above is an official travel destination.

c. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.*

d. The POLICY-CONSTRUCTED AIRFARE (APP A1) is to be used for constructed cost purposes (APP P 1-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

2. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

a. **Example 1**

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	\$1,400
Least expensive policy-constructed airfare to/from CONUS Location C:	\$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is \$1,600 of which <b>\$1,200 is reimbursable.</b>	

b. **Example 2**

Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	\$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	\$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C (\$840) NTE the \$980 cost to the actual residence.	

3. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

4. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

- a. Does not meet the conditions in par. C7010-P,
- b. Is merely routed through the country of actual residence en route to another country, or
- c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

- a. Is determined in advance of travel and stated in the order,
- b. Omitted from the order may be later added to the order as an amendment, or
- c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

6. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. C7010-I and C7010-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused ([38 Comp. Gen. 653 \(1959\)](#)).
2. Unaccompanied Dependents. See par. C7010-G for an unaccompanied dependent's travel and transportation authority.
3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.
4. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*
5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

1. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

2. Exceptions

a. General

- (1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- (2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- (3) Par. C7010-G (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
- (4) The exceptions in par. C7010-P1 may be authorized/approved during a period of continuous service as provided in pars. C7010-P2B and C7010-P2C.

b. Reassignment at Management's Request

- (1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- (2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- (3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

(4) The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

c. Attendance at an Accredited College/University

(1) When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (a) Under an agreement to attend an accredited college/university,
- (b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or
- (c) Pursuing other specific professional preparations meeting current DoDEA requirements, or
- (d) Attending courses that are required for continued certification in the teacher's home State.

(2) The renewal agreement is signed before leaving the OCONUS area.

(3) The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

(4) The teacher becomes financially responsible for previously GOV'T-paid travel costs, when travel was at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

- (a) Course(s) completion, or
- (b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C7010-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence.

Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

(1) Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

(2) Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

(3) Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

- (a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
- (b) Evidence that the course of study is not feasible through other means,
- (c) Proof/acceptance of the course of study, and
- (d) Information regarding successful course completion.

e. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

\*3. HHG Storage between School Years. See par. C5316-A.

\*a. Conditions. See par. C5316-A for HHG storage between school years.

\*b. In Addition to SIT. Authority for storage between school years (par. C5316-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

c. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

d. Administrative Arrangements

(1) The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.

(2) The transportation officer is responsible for storage arrangements.

(3) The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

e. Indebtedness Notification. Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

f. Consecutive School Terms in Different Locations

(1) If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

(2) The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

(3) Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

Q. Dependent Transportation

1. When Authorized

a. Dependent transportation may be authorized ICW the employee's RAT.

b. Subject to the conditions in this Part, the dependent transportation costs is NTE the GOV'T's cost for transportation to the employee's authorized destination.

c. In these cases, dependent transportation may be as provided in par. C7010-Q.

2. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

- a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or
- b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

3. Authorization Limitations. A dependent:

a. At the OCONUS PDS may:

- (1) Accompany the employee, and/or
- (2) Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place*.

b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.

c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.

d. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.

e. *May be authorized RAT only when the employee performs RAT ([35 Comp. Gen. 101 \(1955\)](#)).*

4. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

5. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:

- a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and
- b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

R. Relocation Allowances Table. This table lists allowances ICW RAT, and provides references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<b>RENEWAL AGREEMENT TRAVEL (RAT)</b> <b>RELOCATION ALLOWANCES</b> <b>(FTR, Part 302-3.209)</b>	
<b>Relocation Allowances that the DOD Component Must Pay/Reimburse</b>	<b>Relocation Allowances that the DOD Component Has Discretionary Authority to Pay/Reimburse</b>
1. Transportation for employee and immediate family member(s). See JTR, Ch. 5A and <a href="#">FTR, Part 302-4</a> .  2. Per diem for employee only. See JTR, par. C7010-L and <a href="#">FTR, Part 302-4</a> .	1. HHG shipment to PDS. See JTR, par. C7010-O.  2. Dependent Transportation to PDS. See JTR, par. C7010-G.

S. Travel and Transportation Funding

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS

a. Losing Activity Costs. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD COMPONENT, the losing OCONUS activity must pay the costs en route to the actual residence (see APP A) or alternate point until return travel begins.

b. Gaining Activity Costs. The gaining OCONUS activity in the same or another DoD COMPONENT must pay:

- (1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.
- (2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).
- (3) All PCS costs when an employee transfers between activities funded by DoDEA.

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

a. An employee:

- (1) Who:
  - (a) Returns to the U.S. under a renewal agreement, and
  - (b) Arranges a move to a PDS in the U.S. while on leave,
- (2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

- b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.
- c. If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
- d. Additional travel and transportation costs to the new PDS *may* be paid by the gaining activity. If the gaining activity *does not authorize* a PCS move, the losing activity *must amend the order* to provide for return from the losing activity to the actual residence for separation.
- \*e. Travel and transportation expenses for separation are funded IAW par. C5016-D.

T. RAT Eligibility Table. The following eligibility table is ICW RAT for round-trip travel between overseas tours of duty for leave purposes, when return is to the same PDS or another PDS in the same locality.

<b>RAT Eligibility Table</b>	
Agreement Required	Yes
Employee & Dependent Transportation	Yes (No advance)
Employee Per Diem	Yes (No Advance)
Dependent Per Diem	No
HHT Per Diem & Transportation	No
TQSE	No
MEA	No
Sell & Buy Residence Lease Termination	No
HHG SIT	No
NTS of HHG	Allowed only for DoDEA teachers between school years

## SECTION 4: EMERGENCY LEAVE

### C7015 EMERGENCY VISITATION TRAVEL (EVT)

#### A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part D.
2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A4.
3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part F1.
4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.

#### B. General

1. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV'T expense to the CONUS, non foreign OCONUS area, or another location in certain family emergency situations.
2. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
3. Restrictions
  - a. EVT is not permitted for travel wholly within the foreign area assignment.
  - b. An employee away from the foreign OCONUS PDS:
    - (1) On leave in a CONUS/non foreign OCONUS location, or
    - (2) TDY in a CONUS/non foreign OCONUS locationis not eligible for EVT.
4. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.
5. Authority. EVT is authorized in the following circumstances:
  - a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. C7015-F3 and C7015-O).;
  - b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a FOREIGN AREA (APP A) to the place of interment anywhere in the world (pars. C7015-F3 and C7015-P).;
  - c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7015-R).; and

d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7015-B5a, C7015-B5b, C7015-B5c. Also see par. C7015-S.

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

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

E. Limit on Number of Travelers

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

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

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

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

F. Definitions

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

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

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

3. Immediate Family Member. For this Part "an immediate family member" means the following relative of the employee:

- a. Spouse or domestic partner;

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

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

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

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

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

#### G. Transportation Expenses

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

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

\*d. Air transportation costs include taxes or fees the GOV’T would have paid if GOV’T procured transportation was used.

2. Expenses Not Allowed

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

3. Transportation Cost Limitations. See par. C7015-H.

#### H. Travel Limitations

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

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

3. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's ACTUAL RESIDENCE (APP A), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

4. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

5. Accommodations. Accommodations must be in coach (*unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C3510-A*) or, when air service is not available, minimum first class ship, rail, or bus service.

6. Special Fares. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

7. Authorized Transportation Mode. Air is the only authorized transportation mode (*except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost)*).

8. U.S. Certificated Air Carriers. U.S. certificated air carriers must be used except as in par. C3525.

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

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

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

L. Leave Under the Family Medical Leave Act of 1993. Following are links to websites with information about leave under the Family Medical Leave Act Program.

1. Form [WH-380](#) "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification ([29 CFR 825.306](#))).

2. Federal Employee Entitlements under the [Family and Medical Leave Act of 1993](#).

3. [OPM Final Regulations on Family and Medical Leave](#).

4. [OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification](#).

M. Effect of EVT on RAT. Time spent in a CONUS/non foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 7, Part A3 - RAT).

N. EVT Followed by FVT

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

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

O. EVT for Medical Reasons

1. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7015-B5b.

2. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7015-F7. The necessary information includes:

a. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;

b. The telephone number of the attending physician or hospital; and

c. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

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

4. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7015-F7, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7015-F7. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

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

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

7. Travel in Advance of Authority Being Provided

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

(1) Personal expense of the employee subject to reimbursement in the event of subsequent approval;  
or

(2) GOV'T expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.



2. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7015-Q1a is limited to par. C7015-G1 requirements, and must conform to par. C7015-H. Par. C7015-G2 lists unauthorized EVT expenses.

R. Incapacitated Parent

1. Travel Purpose. Travel must be to:

- a. Arrange medical care,
- b. Arrange home care services, or
- c. Evaluate a facility placement

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

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

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

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

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

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

5. Authorization Procedure

a. The employee:

- (1) Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. C7015-B5c and C7015-R (Incapacitated Parent).
- (2) Should provide as much detail as available at the time of the request for travel at GOV'T expense that demonstrates that the request is consistent with the requirements in par. C7015-B5c.



S. Unusual Personal Hardship

1. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD COMPONENT concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. C7015-Q (Medical Reasons), C7015-P (Immediate Family Member's Death), and C7015-R (Incapacitated Parent). Requests for authorization/ approval of GOV'T funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

2. Travel without Prior Authority. GOV'T funded transportation is permitted without prior authority. If GOV'T funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. C7015-Q procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. C7015-S for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

T. EVT Table

<b>EMERGENCY VISITATION TRAVEL</b>					
<b>Travel Authorized</b>	<b>Who May Travel</b>	<b>Visitation Objective</b>	<b>Authorization</b>	<b>Action Required by Employee</b>	<b>Limitation of EVT Visit</b>
<b><u>Medical</u></b> (Serious Illness or injury) See pars C7015-B5a & C7015-O	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part A4	Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<b><u>Immediate Family Member Death</u></b> See pars. C7015-B5b & C7015-P)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part A4	Identify deceased family member not more than 30 calendar days after travel completion. <input type="checkbox"/> Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<b><u>Employee/Family Member Death</u></b> Employee/family member dies outside CONUS/non foreign OCONUS area. See pars. C7015-B5b & C7015-P.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non foreign OCONUS area.	AO must authorize/ approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<b><u>Incapacitated Parent</u></b> See pars. C7015-B5c & C7015-R	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part A4	Submission of self certification acceptable to the AO <sup>1</sup> . Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<b><u>Unusual Personal Hardship</u></b> See pars. C7015-B5d & C7015-S.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD COMPONENT concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case by case basis.

**Footnote:**

1 Self certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7015-B5c & C7015-R (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

**C7020 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY ([FTR Part 301-30](#))**

A. General

1. Eligibility ([FTR §301-30.1](#)). Travel and transportation expenses may be authorized/approved when an employee discontinues/interrupts a TDY travel assignment before completion because of:
  - a. An incapacitating illness/injury not due to the employee's misconduct, or
  - b. The death or serious illness of a family member, or
  - c. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.
2. Medical Travel. See par. C7140 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.
3. Emergency Leave from the PDS. *GOV'T funded emergency leave transportation from the PDS under this Part is not authorized.*

B. DoD Component Responsibility/Authority Delegation

1. Authorization/Approval. A DoD COMPONENT may authorize/approve reimbursement for transportation and per diem expenses, under this Part, based on the employee's personal situation and the DoD COMPONENT's mission.
2. Delegation of Authority. Delegation of authority must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C. Employee Responsibility and Documentation ([FTR §301-30.3](#))

1. General. The employee should immediately contact the AO for instructions when:
  - a. Incapacitated by illness/injury, or
  - b. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

2. Reimbursement. Payments may be approved after travel has been performed.

D. Definitions. As used in this Part, the following definitions apply:

1. PDS. In addition to the APP A definition, "PDS" also refers to the home/regular business place as it pertains to experts and consultants described in [5 USC §5703](#).
2. Alternate Location
  - a. An "alternate location" is a destination, other than the employee's PDS or the point of interruption, where necessary medical services or a personal emergency situation exists.
  - b. In the case of an employee's illness/injury, the nearest hospital/medical facility capable of treating the illness/injury is *not* an alternate location.

3. Employee's Incapacitating Illness/Injury

- a. An "incapacitating illness/injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment (temporarily or permanently).
- b. A sudden illness/injury may include a recurrence of a previous medical condition thought to have been cured or under control.
- c. The illness/injury may occur while the employee is at, or en route to/from, a TDY location.

4. Family (FTR §301-30.2)

- a. "Family" means those dependents, defined in APP A, who are members of the employee's household at the time the emergency situation arises.
- b. For compassionate reasons, and when warranted by the circumstances of an emergency situation, the DoD COMPONENT may include other members of an employee's extended family and the family of the employee's spouse/domestic partner. Individuals named in APP A, who are not dependents/members of the employee's immediate household, fall within this group.
- c. The DoD COMPONENT must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

5. Personal Emergency Situation. "Personal emergency situation" means:

- a. The death or serious illness/injury of an employee's family member, or
- b. A catastrophic occurrence/impending disaster such as a fire, flood, or act of God that directly affects the employee's family/home at the PDS, and occurs while the employee is at, or en route to/from, a TDY location.

6. Serious Illness/Injury of Family Member. "Serious illness/injury of a family member" means:

- a. A grave, critical, or potentially life threatening illness/injury,
- b. A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available, or
- c. Situations involving less serious illness/injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

7. Fire, Flood, or Act of God

- a. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes.
- b. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

E. Employee's Incapacitating Illness/Injury

1. General ([FTR §301-30.4](#)). When an employee interrupts/discontinues a travel assignment because of an incapacitating illness/injury (par. C7015-D3), transportation expenses and per diem may be allowed to the extent provided below.

2. Per Diem Continuation at the Interruption Point

a. Interruption Point. The interruption point may include the nearest hospital/medical facility capable of treating the employee's illness/injury.

b. Per Diem. Per Diem:

(1) Is authorized for an employee who interrupts the TDY assignment *because of an incapacitating illness/injury*, and takes any type of leave.

(2) Must not exceed the maximum [per diem rate](#) for the location at which the interruption occurs.

(3) May be continued for a reasonable period, ordinarily NTE 14 calendar days for any one absence. The DoD COMPONENT may authorize/approve a longer period if justified by the circumstances of a particular case.

(4) *Is not allowed while an employee is confined to a hospital/medical facility that is:*

(a) Within proximity of the PDS, or

(b) The one to which the employee would have been admitted if the illness/injury had occurred while at the PDS([FTR §301-30.5](#)).

c. Payments from Other Federal Sources ([FTR §301-30.5](#)). Per diem must not be paid or, if paid, must be reimbursed to the GOV'T if the employee receives hospitalization/is reimbursed for hospital expenses under any Federal statute (including hospitalization in a VA/military hospital) other than [5 USC §8901-8913](#) (Federal Employees Health Benefits Program) while in a travel status in par. C7015-E2..

d. Documentation and Evidence of Illness

(1) The type of leave and its duration must be stated on the travel voucher.

(2) No additional evidence of the illness/injury is submitted with the travel voucher.

(3) Evidence filed with the DoD COMPONENT is sufficient. This evidence must be IAWOPM annual and sick leave regulations.

3. Return to PDS/Home

a. General

(1) En route transportation and per diem expenses must be allowed for return travel to the PDS when an employee discontinues a TDY assignment because of an incapacitating illness/injury.

(2) Return travel may be from the interruption point or other point where the per diem allowance was continued (par. C7015-E2).

(3) If, when the employee's health has been restored, the DoD COMPONENT decides that it is in the GOV'T's interest to return the employee to the TDY location, such return is a new travel assignment at GOV'T expense.

b. Employee's Attendant/Escort

- (1) Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.
- (2) An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.
- (3) Round trip transportation between the PDS and the TDY station or one way transportation between those points is authorized for the attendant/escort ([B-169917, 13 July 1970](#)).

4. Travel to an Alternate Location and Return to the TDY Assignment

a. Conditions and Allowable Expenses

- (1) Reimbursement for certain excess travel costs may be allowed (par. C7015-E4b) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:
  - (a) For travel to an alternate location to obtain medical services, and
  - (b) To return to the TDY assignment,
- (2) This interruption must be authorized with the approval of an appropriate DoD COMPONENT official,
- (3) The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. C7015-D2).

b. Excess Cost Calculation

- (1) Reimbursement authorized/approved under par. C7015-E4a is the excess actual travel costs:
  - (a) From the interruption point,
  - (b) To the alternate location, and
  - (c) Return to the TDY assignment,

that exceed the constructed cost of round trip travel between the PDS and the alternate location.

- (2) The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:
  - (a) Interruption point to the alternate location, and
  - (b) Alternate location to the TDY assignment.
- (3) *No per diem is allowed for the time spent at the alternate location.*
- (4) The constructed travel cost is:
  - (a) The sum of transportation expenses the employee would have incurred for round trip travel between the PDS and the alternate location (had the travel begun at the PDS), **PLUS**
  - (b) TDY per diem for the appropriate en route travel time.

The excess cost that may be reimbursed is the difference between the two calculations.

F. Personal Emergency Situation

1. Return to PDS/Home

- a. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.
- b. Authorization/approval for return travel from the interruption point to the PDS is required.
- c. A new TDY travel order must be issued if the DoD COMPONENT decides that it is in the GOV'T's interest to return the employee to the TDY location after the personal emergency is resolved.
- d. Contract city pair airfares may be used ICW par. C7015-F1.

2. Travel to an Alternate Destination and Return to the TDY Location

- a. An employee may:
  - (1) Interrupt a TDY assignment due to a personal emergency,
  - (2) Take leave for travel to an alternate destination where the personal emergency exists, and
  - (3) Return to the TDY assignment.
- b. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. C7015-F3.
- c. ***Contract city pair airfares may NOT be used ICW par. C7015-F2.***

3. Discount Airfare Use

- a. Contract city pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. C7015-F1.
- b. Contract city pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
- c. If a contract city pair airfare is not available, POLICY CONSTRUCTED AIRFARE (see APP A) (including a lower or equal airfare offered by a non contract carrier limited to a GOV'T traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
- d. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

4. Return to the PDS

- a. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO, if one is available. See par. C2203.***
- b. An unused portion of GOV'T funded transportation for the TDY assignment must be used if possible.
- c. The DoD COMPONENT and the employee must ensure proper accountability for all unused tickets.

5. Travel to an Alternate Destination

a. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD COMPONENT may:

- (1) Procure transportation, or
- (2) Provide an advance of funds for the employee to procure transportation.

b. Reimbursement to the GOV'T. The employee must reimburse the GOV'T for any GOV'T funded transportation cost/travel advance in excess of the authorized/approved reimbursement.

c. City Pair Airfares. City pair airfares may:

- (1) Be used only when transportation is entirely GOV'T funded, and
- (2) *May not be used for travel to an alternate destination.*

## SECTION 5: FAMILY VISITATION TRAVEL (FVT)

See Ch 7, Part A4 for Emergency Visitation Travel (EVT).

### C7025 GENERAL

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

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

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

B. Discretionary Allowance. FVT:

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

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

D. Allowable Transportation Expenses

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

- a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
- b. Airport taxes and transportation between airports (par. C7025-D2).

2. Limitations. Reimbursement is:

- a. Authorized only for air and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).
- b. Not authorized for ground transportation between PDS or home (or destination) and the airport.
- \*c. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

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

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

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

F. Commercial Transportation. The following applies:

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

G. Travel Order

1. General

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

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

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

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

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

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

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

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes.
3. Exceptions to the limitations in par. C7025-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

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

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

The total cost for visitation travel during a year's period (par. C7025-I) may not exceed the cost of two economy/coach round trips to the family's residence.

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

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

- \*1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. C5610).
2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.
4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:
  - a. completion of tour,

- b. transfer,
  - c. departure on RAT, or
  - d. voluntary separation.
5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:
- a. Including travel time, and
  - b. Excluding days on duty or official travel status.
7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
8. Exceptions to the limitations in par. C7025-M are made through the Secretarial Process.

**PART D: TRAVEL ICW THE DEATH OF AN EMPLOYEE/DEPENDENT**  
**FTR Ch 303, Part 303-70**

*See Ch 7, Part A4 for Emergency Visitation Travel (EVT).*

**C7065 GENERAL**

A. DoD COMPONENT Responsibility. Each DoD COMPONENT must provide assistance in arranging, and must pay the expenses for, the preparation (par. C7080) and transportation (par. C7085) of the remains of:

1. An employee who dies while:
  - a. On official travel or on a TDY assignment, or
  - b. Performing official duties outside CONUS, or
  - c. Absent from duty IAW par. C7075-B, or
  - d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment ,or
- Effective 6 January 2014*
  - e. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or
  - f. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541);
2. A dependent who dies while residing:
  - a. With an employee performing official duties outside CONUS, or
  - b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official station or actual residence while assigned:
  - a. To perform official duties outside CONUS, or
  - b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

*Effective 6 January 2014*

4. Transportation costs of dependent, baggage, HHG, and POV to the former actual residence or alternate residence when an employee dies while:
  - a. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or
  - b. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541).

B. Application. This Part applies whether or not the:

1. Employee's death is work related, and
2. Employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

C. Operational Requirements. The transportation procedures for the remains of a deceased employee and/or a deceased dependent(s) is established by the:

1. DoDD 1300.22, Mortuary Affairs Policy, and
2. DTR
  - a. DTR, Part VII, Ch 701, and
  - b. DTR, Part VII, Ch 702, and
3. Sponsoring Service/Agency Regulations.

#### **C7070 RESPONSIBILITY**

A. General. A commander, or the commander's designee, upon being informed of the death of an employee covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. C7065-A1; and
3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. C7065-A3.

B. Applicable Regulations. Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

#### **C7075 DEATH RELATED EXPENSES**

A. Death Related to Official Duty Performance. When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the U.S. Department of Labor, Division of Federal Employees' Compensation (DFEC), 200 Constitution Avenue, NW, Washington, DC 20210-0002 or <http://www.dol.gov/esa/owcp/contacts/fecacont.htm>.

B. Death During an Absence from Duty. Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment is NTE the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

## C7080 PREPARATION OF REMAINS

### A. Employee

1. Preparation of Remains. The DoD COMPONENT must pay all actual costs including:
  - a. Embalming or cremation;
  - b. Necessary clothing;
  - c. Casket or container suitable for shipment to burial place;
  - d. Expenses necessary IAW local laws at the POE in the U.S.; and
  - e. Similar expenses.
2. Transportation of Remains. The DoD COMPONENT must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:
  - a. Movement from place of death to a mortuary and/or cemetery;
  - b. Shipping permits;
  - c. Outside case for shipment and sealing of the case, if necessary;
  - d. Removal to and from the common carrier;
  - e. Ferry fares, bridge tolls; and
  - f. Similar expenses.
3. Limitations
  - a. Costs for an outside case are not authorized when transportation is by hearse.
  - b. Transportation costs by hearse or other means is NTE the common carrier cost ordinarily used for transportation of remains.
  - c. Transportation costs to burial place is NTE transportation costs to the actual residence.

### B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD COMPONENT concerned must furnish mortuary services and supplies on a reimbursable basis when:
  - a. Local commercial mortuary facilities and supplies are not available; or
  - b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.
2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. C7080-B1 are collected and credited to current appropriations available for the payment of these costs.

**C7085 TRANSPORTATION**

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD COMPONENT must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, and it is approved by the commander or designee, expenses paid are NTE the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. C7065-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The GOV'T's cost is NTE the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependent(s) and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

***Effective 6 January 2014***

\*c. Dependent and HHG Transportation. Except for the limitation imposed in par. C7085-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. C5108, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days may be authorized.

2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. C7085-D. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD COMPONENT must pay transportation costs to return GOV'T property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. ***Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.***

c. ***Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.***

4. POV

a. OCONUS. Transportation of a POV may be authorized:

- (1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and
- (2) At GOV'T expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and
- (3) When established that the POV at the OCONUS PDS was in the GOV'T's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize the return shipment expenses for the POV when established that the POV was authorized and its presence CONUS was in the GOV'T's best interest (66 Comp. Gen. 677 (1987)).

*Effective 6 January 2014*

D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties

1. Contingency. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved when an employee dies on or after 28 January 2008:

- a. While performing official duties at an OCONUS location;
- b. Within the AOR of the CDR of USCENTCOM; and
- c. In direct support of or directly related to a military operation, including a Contingency Operation (APP A) or an operation in response to an emergency declared by the President.

2. Law Enforcement. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after 9 June 2010:

- a. As a result of personal injury sustained while performing law enforcement duties; and
- b. Is either on TDY or at the current PDS.

3. Authorized Expenses. When the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved by the commander concerned or the commander's designee, the following expenses must be authorized:

- a. Transportation of dependents;
- b. HHG transportation NTE 18,000 lbs.;
- c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

d. POV transportation costs associated with returning a POV from the:

(1). TDY location to the employee's PDS, if the agency had authorized the use of the employee's POV at the TDY location as advantageous to the GOV'T's; or

(2). OCONUS PDS to the employee's former actual residence or alternate destination as approved by the agency, if employee's POV was authorized at the OCONUS PDS.

4. Time Limitations. Travel of the dependents(s) and POV and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

#### C7090 PER DIEM TERMINATION

Authorized per diem terminates at the end of the calendar day on which an employee dies. All travel advances in excess of the earned per diem may be collected.

#### C7095 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. C7065-A1a, b, and d.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. IAW Ch 4, round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to any place appropriate for burial as determined by the AO.

D. Escort Travel

1. GOV'T Employee. If an authorized escort is a GOV'T employee:

a. A TDY order must be issued for travel and transportation at GOV'T expense, and,

b. Transportation must be arranged IAW par. C2203.

2. Other than GOV'T Employee. If an authorized escort is not a GOV'T employee:

a. An ITA should be issued for travel and transportation at GOV'T expense IAW APP E and APP I3, par. G, and,

b. Transportation

(1) Should be provided by the AO through a CTO, or

(2) If justified, the least expensive unrestricted *economy/coach* transportation may be arranged directly with the common carrier.

3. Separate Travel. Family members traveling together as escorts should not be separated.

**C7100 PCS EXPENSES**

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD COMPONENT must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.
2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. C7100-A, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;
3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;
4. HHG transportation and POV shipment to:
  - a. The new PDS,
  - b. The old PDS, or
  - c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;
5. HHG SIT for NTE 90 days; and
6. Reimbursement of real estate expenses incident to the PCS.

**C7105 PAYMENT OF EXPENSES**

A. General

1. Allowable expenses may be paid:
  - a. Directly to the person performing the services, or
  - b. By reimbursement to any person making the original payment.
2. Claims for reimbursement must be supported by required receipts.
3. Payment should be made IAW financial management procedures.

B. Payment Prohibition when Other Laws Apply

1. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.
2. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD COMPONENT concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (APP A1):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. C7085;
2. Presentation of a U.S. flag to the employee's next of kin;
3. Presentation of a flag equal to the flag presented in par. C7105-C2 to the employee's parents(s), if the person to be presented a flag under par. C7105-C2 is other than the employee's parent.

## PART E: CIVILIAN ESCORTS AND ATTENDANTS

### \*C7110 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (37 USC §451(a)(2)(C))

#### A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependent who is authorized transportation under JFTR, par. U7215, U5241-D, U7070, , U6004, or U6053, is authorized round trip travel and transportation allowances.
2. The escorting employee must have a TDY travel order.
3. Par. C7110 must be cited as authority on the travel order authorizing an escort to perform necessary travel IAW JFTR, par. U7115.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A21), and is authorized the same travel and transportation allowances as a DoD civilian employee.

D. Funds Advance. Travel and transportation allowances authorized by par. C7110 may be paid in advance IAW the DoD COMPONENT's policy.

### C7115 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)

#### A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependent who is authorized transportation to/from a medical facility under JFTR, par. U7215, is authorized round trip travel and transportation allowances.
2. The attending employee must have a TDY travel order.
3. Par. C7115 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW JFTR, par. U7215.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel provides the funds for the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

\*C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A21) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7130.

D. Funds Advance. Travel and transportation allowances authorized by par. C7115 may be paid in advance IAW the DoD COMPONENT's policy.

**\*C7117 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT, RETIRED MEMBER OR DEPENDENT (10 USC §1074i)**

**\*A. DoD Civilian Employee**

\*1. A DoD civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependent, a Uniformed Service retired member or retired member's dependent who is authorized transportation to/from a specialty care facility over 100 miles under JFTR, par. U7180, is authorized round trip travel and transportation allowances.

\*2. The attending employee must have a TDY travel order.

\*3. Par. C7117 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW JFTR, par. U7180.

\*4. The transportation mode and routing must be IAW Ch 2.

\*5. The agency directing the travel provides the funds for the DoD employee's travel.

**\*B. Non-DoD GOV'T Employee.** A non-DoD GOV'T employee who performs authorized travel as an attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

**\*C. Non-GOV'T Civilian.** Any other civilian must be included in the patient's order and is authorized reimbursement of reasonable travel expenses as prescribed in pars. U7175-C and U7175-D. See JFTR, par. U7180.

**\*D. Funds Advance.** Travel and transportation allowances authorized by par. C7117 may be paid in advance IAW the DoD COMPONENT's policy.

**C7120 ESCORT/ATTENDANT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**

**A. DoD Civilian Employee**

1. A DoD civilian employee who performs authorized travel as an escort/attendant for a Uniformed Service member who is on the TDRL and who is also required to submit to periodic physical examinations (JFTR, par. U7145-A), is authorized round trip travel and transportation allowances.

2. The escorting/attending employee must have a TDY travel order.

3. Par. C7120 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel funds the DoD employee's travel.

**B. Non-DoD GOV'T Employee.** A non-DoD GOV'T employee who performs authorized travel as an escort/attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

**C. Non-GOV'T Civilian.** Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7140-D3.

**D. Funds Advance.** Travel and transportation allowances authorized by par. C7120 may be paid in advance IAW the DoD COMPONENT's policy.

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**C7125 ESCORT/ATTENDANT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**

A. DoD Civilian Employee

\*1. A DoD civilian employee, who performs authorized travel as an escort/attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an escort/attendant (JFTR, par. U7150-A) or an attendant authorized under JFTR, par. U7220, is authorized round trip travel and transportation allowances. See JFTR, par. U7140-C.

2. The escorting/attending employee must have a TDY travel order.

3. Par. C7125 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort/attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

\*C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A21) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, pars. U7140-D3 and U7220-C3.

D. Funds Advance. Travel and transportation allowances authorized by par. C7125 may be paid in advance IAW the DoD COMPONENT's policy.

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## SECTION 2: DEPENDENT MEDICAL TRAVEL

**NOTE:** See Ch 7, Part A4 for Emergency Visitation Travel (EVT).

### C7175 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

**NOTE:** Par. C7175 is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., AL, HI, Guam, Puerto Rico).

#### A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in APP A) are not able to accommodate a dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the dependent's next scheduled travel should be authorized as medical travel. See par. C7175-C.
4. When authorized, an eligible dependent whose employee sponsor is assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the dependent obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in Ch 5, Part C.

B. Eligibility. An eligible individual is a dependent, an attendant/escort, and/or an accompanying family member who meets the following criteria.

1. Dependent. The dependent:
  - a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
  - b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.
  - c. Infant born during the mothers' health care travel qualifies.
2. Attendant/Escort. See par. C7205.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that
  - a. The family member is incapable of self-care at the PDS, and
  - b. No suitable care arrangements can be made at the PDS, and
  - c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by a dependent whose employee sponsor is stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician,

**D. Authorized Health Care**

1. Medical Care. Qualified medical care is treatment that:

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and
- b. Which, if delayed, could result in the condition becoming worse, and
- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization ( [GSBCA 15948-TRAV, 30 April 2003](#)).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
2. Based on the advice of an appropriate professional certifying physician.

**C7180 MEDICAL TRAVEL ADMINISTRATION**

**A. Applicable Regulations**

1. Dependent. A dependent performing medical travel in any capacity is governed by the JTR.
2. Uniformed Service Member. Travel and transportation allowances for a uniformed service member are governed by the JFTR when serving as an attendant/escort as part of official duties.
3. Attendant/Escort. See par. C7205.

B. Travel Order. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

**D. Excess Costs Agreement**

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse to the GOV'T excess travel and transportation costs incurred by the dependent, attendants/escorts, and accompanying family member(s).
2. The GOV'T's cost is based on transportation costs to and from the designated point.
3. See par. C7200 for a sample excess cost agreement.

E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. C2000-A2 must be met for full reimbursement.

**C7185 TRANSPORTATION**

**A. General**

1. Health care transportation must be IAW Ch 2, except as otherwise provided in Ch 5. Part C.
2. AMC resources should be used when the AO:
  - a. Consults with an appropriate health care provider, and
  - b. Determines it suitable under the circumstances and reasonably available.
3. For AMC flight scheduling information see [http://www.transcom.mil/tcsg\\_public/](http://www.transcom.mil/tcsg_public/)
4. After consultation with a professional certifying physician, the AO may authorize/approve travel by airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C7180-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:
  - a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or
  - b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C7185-B1.
3. Dental Patients. A dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

**C7190 PER DIEM**

A. General

1. TDY per diem is authorized for medical travel for a:
  - a. Dependent, accompanying family member(s), and an attendant/escort subject to the limitations in this par. and par. C7205 , and
  - b. Uniformed member authorized as an attendant/escort, subject to the JFTR and par. C7205.
2. See pars. C4555-B3 or T4040-A1e for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C7190-C, C7190-D, C7190-E, C7190-F, and C7190-G, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and
2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

C. Elective Destinations. If a dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for a dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C7190-B2 and C7190-B3 for dental patients may not be authorized/approved for more than:
  - a. 3 days for emergency dental care, and
  - b. 1 day for required dental care.
2. Extraordinary circumstances are limited to those situations that, because of the dental condition's severity, require more time to complete emergency dental care.

F. Obstetric Care. A dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the dependent elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

**C7195 EXCESS ACCOMPANIED BAGGAGE**

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

**C7200 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C7180-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Dependent Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

**I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by my dependent, attendant/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C7205 ATTENDANTS/ESCORTS**

A. Definition. See APP A1.

B. Determination. A dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or
2. Escort, by the AO,

to accompany a dependent physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A U.S. GOV'T civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the dependent; and.

b. Authorized the same travel and transportation allowances as a civilian employee. See par. C7125.

**E. Attendant/Escort Compensation Agreement**

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under par. C7170.
2. The compensation amount for a nonprofessional attendant/escort may not exceed the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

**F. Attendant/Escort Per Diem**

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Make necessary return travel arrangements.
2. In extraordinary cases, if the attendant/escort's presence is necessary to the adult dependent's treatment regimen, or for a minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/attendant, who is the dependent's family member.

**G. Non-Concurrent Attendant Travel.** Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the dependent's travel.

**C7210 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**

**A. Eligibility.** [DSSR 262.4a](#) (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of [DSSR 264.2\(2\)](#)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

**B. Restrictions.** SMA is not paid on behalf of a dependent when the dependent is hospitalized at GOV'T expense, or for the same period for which per diem is paid.

**C. Payment Authority.** SMA payment regulations are in [DSSR, section 260](#).

**\*PART K: MISSING PERSONS**

**C7285 GENERAL**

A. Authorized Transportation. Provided the requirements in par. C7085 are met, transportation at GOV'T expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:

1. Dead,
2. Injured/missing for a period of 30 or more days,
3. Interned in a foreign country, or
4. Captured by a hostile force.

B. Transportation Requirements. Transportation, IAW par. C7085, is authorized provided the employee:

1. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,
2. Is not part time/intermittently employed,
3. Is not native labor hired on an hourly/per diem basis,
4. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).

C. Dependent. For this Part, the term dependent includes a/an:

1. Lawful spouse,
2. Unmarried child under age 21 years,
3. Dependent stepchild,
4. Adopted child under 21,
5. Dependent that has been designated as such in official records, or
6. Individual determined to be a dependent by the DoD Component head/designated representative.

**C7290 CONDITIONS**

\*A. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part E).

\*B. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part F).

C. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.

D. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

**C7295 RESPONSIBILITY**

The DoD Component commander is responsible for:

1. Administrative determinations,
2. Obtaining authorizations/approvals required, and
3. Issuing travel orders.

## PART N: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR Part 301-75)

### C7335 APPLICABILITY

#### A. Application

1. This Part applies to an interviewee.
2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

#### B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official GOV'T business.
2. A DoD COMPONENT is not required to offer all allowances to the interviewee (par. C7350-B).

### C7340 AUTHORIZATION

A. Payment Authority. A DoD COMPONENT may pay allowable pre -employment interview travel expenses (par. C7350) for eligible individuals (par. C7340-B).

#### B. Eligibility

1. Each DoD COMPONENT must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.
2. See [5 CFR Part 572](#) for OPM qualification criteria guidelines.

### C7345 RESPONSIBILITIES

#### A. DoD Component Responsibilities

1. General. A DoD COMPONENT must adhere to general travel order policies and practices in this Volume.
2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip by trip basis. ***A limited or unlimited open authorization must not be used for pre-employment interview travel.***
3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD COMPONENT:
  - a. Must communicate DoD travel rules and procedures to the interviewee,
  - b. Should ensure the interviewee understands how travel reimbursements are calculated, and
  - c. Should provide assistance to the interviewee with travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses
  - \*a. A DoD COMPONENT must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5094-E.
  - b. Example: a DoD COMPONENT may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use

a. Transportation tickets should be provided by the interviewing DoD Component.

b. The interviewing DoD COMPONENT may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the GOV'T.

3. Contract Carriers Use. An interviewee is a mandatory user of the GOV'T'S city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

a. Is accountable for all transportation tickets and GOV'T procured transportation documents issued for use in performing pre-employment interview travel.

b. Must be provided written instructions at the time a travel order is issued explaining the DoD COMPONENT's administrative procedures for controlling and accounting for passenger transportation documents.

c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/GOV'T procured transportation documents are issued.

d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.

e. And the interviewing DoD COMPONENT are bound by the same rules that apply to a DoD traveler/Component (par. C3005).

5. Ticket Exchanges

a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.

b. The carrier is required to make refund directly to the appropriate DoD COMPONENT billing office.

c. a DoD COMPONENT must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order ([41 CFR §101-41.210-1](#)).

**C7350 REIMBURSEMENT**

A. Allowable Expenses

1. Expense Limitation. A DoD COMPONENT may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, *except for the expenses listed in par. C7350-B*.

2. Expense Amount. A DoD COMPONENT:

- a. May pay all or part of pre-employment travel expenses.
- b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.

B. Expenses Not Allowed. A DoD component must not pay expenses for:

1. Communication services use for purposes other than communication directly related to travel arrangements for the GOV'T interview; and
2. Hire of a room (APP G).

**C7355 FUND SOURCE**

A. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a GOV'T procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.
2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Sources Not Allowed

1. GTCC
  - a. A GTCC, issued to an individual employee, *may not* be used for pre-employment interview travel.
  - b. A CBA may be used to pay the interviewee's allowable transportation expenses.
2. Travel Advances. *The interviewee must not be issued a travel advance.*
3. Travelers Checks. *GOV'T contractor issued travelers' checks may not be used for pre-employment interview travel.*

**C7360 REIMBURSEMENT CLAIM**

A. Fraudulent Claim. The DoDFMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,
2. AEA denial for an entire day on which a suspected expense is claimed, and
3. Requirements for the traveler to reimburse the GOV'T if payment is made before discovery of a suspected falsified expense ([57 Comp. Gen. 664 \(1978\)](#) and [61 id. 399 \(1982\)](#)).

B. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the GOV'T.
2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method. The DoD COMPONENT should inform the interviewee of this requirement.

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD COMPONENT should assist in the process.
2. Administrative Procedures. Each DoD COMPONENT must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the DoDFMR, Vol. 9.

## PART O: IPA MOBILITY PROGRAM

### C7365 TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOV'T AND A STATE OR LOCAL GOVERNMENT OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

A. General. A participant is treated as an “employee” and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. *Assignments solely for training are not to be made using this authority.*

B. Authority. Title [5 USC §§ 3371 - 3375](#) provide authority for the temporary assignment of an employee between the Federal GOV'T and:

1. State or local government,
2. Institutions of higher education,
3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following *may be authorized*:

1. Round trip travel and transportation and per diem IAW Ch 4, Part B (is taxable for an indeterminate period or a period of more than one year) for the employee, or
2. Limited Relocation IAW Ch 5.
  - a. The employee’s travel and transportation expenses to and from the assignment location;
  - b. The employee’s dependents’ travel and transportation expenses to and from the assignment location;
  - c. Transportation and SIT expenses of the employee's HHG and personal effects;
  - d. TQSE at the time the assignment commences and at the time the assignment is completed;
  - e. An MEA; and
  - \*f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. C5240-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and
2. Intermittent, part time, or full time, and
3. Extended for up to an additional 2 years, when beneficial to both organizations, and
4. Terminated at any time.

E. IPA Mobility Program. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW [OPM regulations in CFR, Part 5, Ch 334](#).

**PART Q: TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED**  
**(FTR Part 301-13)**

**C7415 GENERAL** ([FTR §301-70.400](#))

A. Provisions

1. Rehabilitation Act of 1973, as amended,
2. [29 USC §701](#) et seq., and
3. [5 USC §3102](#) as amended,

B. Policy. The provisions in par. C7415-A accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. *An employee with a special need and an employee with a disability are treated the same.*

C. Applicability ([FTR §§302-4.100](#) and [301-13.1](#)). This Part applies to the following individuals with a disability/special need:

1. Employee, as defined in par. C7420, incident to TDY/PCS ([59 Comp. Gen. 461 \(1980\)](#)).
2. Employee as defined in par. C7420, on official travel within the PDS limits ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)).
3. Dependent traveling ICW a PCS, per the Agency's determination.
4. Tuition free DoDEA dependent student IAW par. C7305-B.

D. Limitations

1. Payment is authorized for additional travel expenses in par. C7425 that are incurred by an employee/dependent with a disability/special need to provide reasonable accommodations in the performance of official travel.
2. An agency is not authorized to reimburse an employee/dependent with a disability/special need for lodging unless traveling on official business away from the PDS.
3. The agency may choose any accommodation that is effective. Under the Rehabilitation Act, the employing agency is *not* required to provide accommodations that the employee with a disability/special need requests/prefers.

**C7420 DEFINITIONS**

The terms below are defined for this Part.

A. Disability. A "disability" means:

1. A physical/mental impairment that substantially limits one or more major life activities;
2. A record of such an impairment; or
3. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 or fewer months.

B. Physical/Mental Impairment. “Physical/mental impairment” means/includes:

1. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
2. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
3. "Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

C. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

D. Substantially Limits. “Substantially limits” means that the employee is:

1. Unable to perform a major life activity that the average person can perform; or
2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

E. Has a Record of Such an Impairment. “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. Is Regarded as Having Such an Impairment. The employee has:

1. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
2. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. None of the impairments defined in par. C7420-C, but is treated by the employing agency as having a substantially limiting impairment.

G. Employee with a Special Need. An “employee with a special need” means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler’s weight, height, or a similar characteristic.

#### **C7425 ALLOWABLE EXPENSES**

The following expenses are payable to an employee with a disability/special need when appropriate IAW Agency/Service regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the employee. The attendant does not have to be a member of the employee's immediate family.;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;

4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities (APP G, Baggage Expenses and Handling Tips);
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Agency's/Service's other than economy/coach class travel policy. See par. C2110-J and APP P2, Sec C, FAQ #2 for medical justification of 'other than economy/coach class' accommodation use.
7. Service of an attendant, when necessary, to accommodate the employee's disability/special need. See APP E1, par. A21 if the attendant traveler is not an employee or member.

**C7430 PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**

A. General. [5 USC §3102](#), authorizes hiring (with or without pay) a/an:

1. Personal assistant,
2. Reader, and/or
3. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

B. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the [OPM Training Policy Handbook](#) for further guidance.

**C7435 SPECIALLY EQUIPPED AUTOMOBILE TRANSPORTATION BETWEEN CONUS PDSs**

A. Provision. Specially equipped automobile transportation between CONUS PDSs is based on [64 Comp. Gen. 30 \(1984\)](#).

\*B. Transportation/Reimbursement. See par. C5226-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/special need between CONUS PDSs.

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

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

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

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

#### ACCOMMODATIONS

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

#### B. Common Carrier

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

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

\*b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on extra fare trains (e.g. AMTRAK Acela Express). 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. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. 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 GSBICA decisions

- [GSBICA 15947-RELO, 31 March 2003](#)
- [GSBICA 15382-RELO, 20 December 2000](#)
- [GSBICA 15207-RELO, 19 May 2000](#)
- [GSBICA 14673-RELO, 9 December 1998](#)
- [GSBICA 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. GSBICA 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, GSBICA 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 ([GSBICA 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 (B-210953, 22 April 1983).

**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. \$10.15/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. \$11.85/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2014 to 31 December 2014.

**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](#) 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 ONLY**

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 ONLY** ([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.

**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 ONLY.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE ONLY**. 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 ONLY**

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 ONLY**. 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 ONLY**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE ONLY**. 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**.

### 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 ONLY**. 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 ONLY**
  - 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. 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 PDS ([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 not ordinarily available at the next PDS;

b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians 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](#));

e. Individually owned or specially issued field clothing and equipment; and

f. GOV'T or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment,

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),

7. Personal computer equipment and peripheral devices,

8. Memorabilia including awards, plaques or other objects presented for past performance,

9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse

1. General

- a. *This weight allowance is not applicable to a civilian 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, and
- 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.

**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 ONLY.** 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 ONLY**

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 ONLY**

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 ONLY.** 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 POV 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 ONLY**

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 ONLY**

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 1: INVITATION TO TRAVEL

### A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as (Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.*** ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);
- g. An individual is authorized pre employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine

that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

\*l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part E or par. C7110; or JFTR, par. U7115 or an escort for a Uniformed Service member under (4) as noted in JTR, Ch 7, Part E.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#) & [59 Comp. Gen. 461 \(1980\)](#));

\*(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7020-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7020-E3b); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U7215, U5208-D, U7070, U6004, or U6053. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

\*(4) A Uniformed Service member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under JFTR, par. U7145, U7150, U7220, or U7270. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function, or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense

allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled";***

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with [10 USC §1588](#); ([5 USC §§5701\(2\), 5703](#); JTR, APP A; [55 Comp. Gen. 750 \(1976\)](#));

q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per JFTR, par. U7270;

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. U1240;***

s. An attendant (JFTR, par. U7180) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7175;

- t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event IAW JFTR, par. U7555;
- u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) ([DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in JFTR, par. U7070-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;
- v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or
- w. Required for a non medical attendant for a very seriously and seriously wounded, ill or injured member IAW JFTR, par. U7220 and JTR, par. C5146-D3.
- x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. C4130 and C4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

**B. Restrictions.** Invitational travel must not be authorized for:

- 1. A non appropriated fund official or employee traveling on non appropriated fund business;
- 2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
- 3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
  - a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - b. Authorized pre employment interview travel under JTR, par. C7335 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
  - c. An employee/member, traveling as a non medical attendant, included on an ITA issued to a patient;
- 4. Contractors (APP E3); or
- 5. ***Foreign military personnel.***

**C. Allowance Expenses**

- 1. **General.** An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 3 and JFTR, Ch 3 as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832 \(par. A2j\)](#).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title [10 USC §4312](#) authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in [Army Regulation \(AR\) 920-30](#). The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):

(1) Travel and transportation is authorized by the head of the DoD COMPONENT concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD COMPONENT, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD COMPONENT concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co curricular Activities. See JTR, par. C7305 and JFTR, par. U7305.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G may be authorized/approved.

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## PART 1: CITY PAIR PROGRAM

\*Regulations applicable to the Contract City Pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), par. B2. Following is an edited extract from that regulation.

A. Policy ([DTR 4500.9-R, Part L, Ch 103](#), par. B2)

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see ["Travel on GOV'T Business and Air Travel/City Pairs"](#).

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local CTO can provide information on what routes offer dual airfares.

\*3. *A GOV'T contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to used GSA city pair fares.*

4. RESERVED

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

***NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.***

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

***\*NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City***

*Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1(note) for the source of this NOTE.*

b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours. See JFTR, par. U3030/JTR, par. C3030.

c. A non-contract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

***NOTE: Carrier preference is not a valid reason for using a non-contract airfare.***

B. Scheduled Air Carriers (DTR 4500.9-R, Part L. Ch 103, par. A2)

\*1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city pair airfare is not available***, the POLICY CONSTRUCTED AIRFARE (See APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.***

***NOTE: For civilian personnel, JTR, par. C3225-C for policy regarding Rail or Bus service use.***

## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7005 (uniformed member)/JTR, par. C7005 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for a Uniformed Services member and for a DoD civilian employee*:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Bahrain	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Cuba (JTF-GITMO <i>only</i> )	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Kuwait	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Kyrgyzstan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Oman	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Qatar	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Saudi Arabia	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Tajikistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
United Arab Emirates	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Uzbekistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

1/ Only for the mission of Operation Southern Watch.

2/ Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

5/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

6/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

\*7/ OUSD (P&R) memo of 6 May 2014 recertified several countries as R&R leave areas, continuing through a one year period beginning 1 June 2014, but only for members and employees whose deployment to this country commenced before 1 June 2014.