

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 FEBRUARY 2015**

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective IAW the date of this change unless otherwise indicated.

C. Uniformed Service Principals. The following are the current Service Principals:

ANTHONY J. STAMILIO

Acting Deputy Assistant Secretary of the Army
(Military Personnel)

JAMES M. HEINZ

RDML, USCG
Acting Director, Reserve and Military Personnel

DR. RUSSELL BELAND

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

DAVID A. SCORE

RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO

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

SCOTT F. GIBERSON

RADM, USPHS
Director, Division of Commissioned Corps
Personnel and Readiness

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

MAP 163-14(E) -- Indicate Household Pets as Cat or Dog ICW Evacuation. Adds language to the JTR indicating that pet transportation for household pets ICW an evacuation from a foreign PDS are defined as a cat or a dog. Affects pars. 5430, and 6070.

CAP 178-14(I) -- Update References Due to JTR Merger. Update references due to JTR merger in Chapter 5, Part B1. Affects pars. 5500-B, 5514-A, and 5518-A.

CAP 181-14(I) -- Update References Due to JTR Merger. Update references due to JTR merger in Chapter 5, Part B1. Affects pars. 5500-A, 5500-C, 5502, 5504, 5506, 5512, 5516, 5520, and 5522.

CAP 185-14(I) -- Update Chapter 1 TOC. Update Chapter 1, Part C Table of Contents (TOC) to reinsert JTR, par. 1260 that was inadvertently omitted.

MAP 186-14(I)/CAP 186-14(I) -- CY 2015 Mileage Rates. JTR implementation of calendar year (CY) 2015 mileage rates per GSA FTR Bulletin 15-02 published in 30 December 2014 Federal Register. The bulletin establishes the new CY 2015 privately owned vehicle (POV) reimbursement rates for official temporary duty and relocation travel, found in the attached changes. Affects pars. 2600-A and 2605-B.

MAP 187-14(I)/CAP 187-14(I) -- Local, TDY and PCS Computations. Updates local, TDY and PCS computations using the new calendar year (CY) 2015 meals and mileage rates, effective 1 January 2015. Affects pars. 4280-D, 4440-E, 5016, 5024, 5094, 5328, 5530, 5624, 7060, 7365, and App E.

MAP 188-14(I) -- DLA Rates Effective 1 January 2015. Increases the DLA rates effective 1 January 2015 based on the monthly pay raise of 1.0% IAW 37 USC §1009 and Executive Order signed by the President on 19 December 2014. Affects pars. 5446-A, and 5452-Aand B.

MAP 189-14(I)/CAP 189-14(I) -- Hyperlink Maintenance Chapters 1-4. Updates broken hyperlinks to the DoDFMRs in Chapters 1-4. Affects pars. 1115-B2, 1115-C1, 1225-C, 1245, 2000-C1, 2300-B1, 2500-B1, 2510, 2700, 2705-A1, 2705-C, 2710-A1, 3320-G, 4235-D1, and 4235-D3.

MAP 190-14(I) -- No TLE for Selected Reserve with Limited PCS Allowances. Corrects references in par. 5434-B and C erroneously allowing TLE for a Selected Reserve with Limited PCS allowances.

MAP 192-14(E) -- Limit TDY Periods for Non-Medical Attendants to 30-Day Increments. Limits the issuance of orders for non-medical attendants to 30-day increments from the date of issuance or the date of amendment to extend the order. Affects par. 7205.

MAP 193-14(I) -- TDY Limits for Designated Individuals Accompanying Hospitalized Members. Specifies that designated individuals that accompany members who are hospitalized as a result of a combat wound or injury cannot have orders extended beyond 30 days from the amendment/modification of an authorization/order. Affects par. 7315-A1b.

MAP 194-14(I)/CAP 194-14(I) -- PMR Computations. Proportional Meal Rate (PMR) computation examples are updated with the 2015 Standard Government Meal Rate of \$13.85 effective 1 January 2015. Affects App R, pars. J1 and J2.

MAP 195-14(I)/CAP 195-14(I) -- Clarify TDY Allowances. Technical changes to clarify civilian employee meal reimbursement when assigned to a Gov't vessel, delete duplicate references regarding meal reimbursement aboard a vessel, and clarify en route or rest stop delays when in the Gov't's interest. Affects pars. 4110-B, 4415-B and C, and 4605-E.

MAP 196-14(I) -- Temporary BAH Increase Extended to 31 December 2015. Extends SECDEF authority to prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. The current authority expires 31 December 2014, but FY15 NDAA, section 602, extends that authority to 31 December 2015. Affects par. 10018-A.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 FEBRUARY 2015

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

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CHAPTER 1: GENERAL

PART B: DTS (WITHIN DoD)

1100 GENERAL

At locations at which DoD has fielded DTS, most TDY vouchers are paid using DTS. The Services/Agencies must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and economy/coach-class accommodations, whenever possible along usually-travelled routes. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

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

Uniformed Members Only

3. Covers RC travel in locations where RC travel has been fielded by the particular Service except for:
 - a. Senior ROTC,
 - b. RC member travel for medical and dental care,
 - c. Retiree called to active duty,
 - d. A Ready RC member authorized a muster duty allowance,
 - e. An ADT tour of 140 or more days at one location (except as in par. 2240), and
 - f. Active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem is authorized IAW par. 7350-F2b(2)).

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

1110 AUTHORITY AND RESPONSIBILITY

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

B. AO Authority. The AO has authority to:

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

See par. 4000 for justification.

NOTE: Although the AO has certain discretion, the AO does not have authority to deviate from the provisions of the JTR nor to create new authorities for reimbursement not specifically provided for in the JTR. . If an AO authorizes out-of-the-ordinary expenses and reimbursements (e.g., full size rental car, excess baggage, dual lodging, etc.) the AO must justify and document that authority on the order.

C. AO's Responsibilities. The AO must:

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

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

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

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

1. Contract city pair airfare travel (or travel using other airfares limited to official Gov't business) is never used for personal travel (App P2, par. E).
2. The official transportation is arranged through the CTO.
3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.
4. The traveler arranges personal travel at personal expense with the transportation reimbursement being limited to the official travel cost and no excess costs for travel or M&IE are borne by the Gov't.; and

5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

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

1115 A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate

- a. A traveler should obtain a “should cost” estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, their associated costs, and the allowance maximums.
- b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.
- c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.
- d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:

- a. Decides if the traveler should use non-standard arrangements (still must be IAW the JTR) for mission reasons.
- b. May authorize certain changes for the traveler’s convenience (e.g., using a POC instead of flying). The standard arrangement’s estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Travel Authority. The AO:

- a. Authorizes the TDY,
- b. Authorizes the arrangements,
- c. Determines the fund cite, and
- d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.

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

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

- a. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.
- b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.
- c. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks.
- d. *An advance on a unit GTCC is not allowed.*

B. During the Trip

1. Changing Plans

- a. If travel plans change the traveler should call the CTO toll-free number (if possible) to modify the itinerary.
- b. The CTO must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record.
- c. The traveler is reimbursed AO approved Trip Record changes.

2. Receipts

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

(1) Lodging, and

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

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

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

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

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

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

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

3. Submitting the Expense Report

- a. If using the DTS, the expense report is automatically routed to a disbursing office for payment.
- b. If *not using* the DTS, a finance office or an office contractually arranged by the traveler's Service/ Agency may provide this service.
- c. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. See par. 2715.

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CHAPTER 1: GENERAL

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

1200 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 [DoDI 1342.25](#), dated 30 October 1996 “School Boards for DoD Domestic Dependent Elementary and Secondary Schools (DDESS);” concerning eligibility for reimbursement.

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

1205 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, Ch 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 JTR for a uniformed member or a DoD civilian employee.

1210 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 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 (TMS) (see App A definition) whenever possible ([5 USC §5707a](#)).

1215 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.

1220 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 POC 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. 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.
- E. Recruiter Itinerary Stop Parking (Uniformed Members Only). See par. 7625 for reimbursement for recruiter itinerary stop parking.

1225 FOREIGN MILITARY TRAVEL

- A. Authority. The JTR 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), Ch 10.
- *C. Liaison Officers (10 USC §1051a). See [DoDFMR, Volume 12, Ch 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).

1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

- A. Uniformed Members and DoD Employees. See [DoDD 5210.56](#), Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.
- B. Non-DoD Members. Non-DoD members should consult Service information.

1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4 (Uniformed Members Only)

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

NOTE: Funded EML (FEML) and the ‘Special R&R Program’, covered under DIAM 100-1, are one in the same program. Therefore, trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be authorized under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,

2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses ICW training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG, and
9. POV Transportation.

E. DIAM 100-1 Request. Address requests for copies of DIAM 100-1 to DoD, DIA, ATTN: DA, Washington, DC 20340-5339.

1237 ASSIGNED TO NSA

A. Authority. An Armed Forces member or 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. *A traveler may not receive an allowance under the NSA regulations and an allowance prescribed in the JTR for the same purpose. The traveler is financially responsible for returning any duplicate travel and transportation allowances received.*

1240 CHAPLAIN-LED PROGRAMS (Uniformed Members Only)

A. Authority. [10 USC §1789](#) authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an ‘active status’ as defined in [10 USC §10141](#), and the member’s immediate family, in building and maintaining a strong family structure.

B. Official Order/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in App E, Part 1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

C. Unofficial Attendance. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs. The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

1245 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM (Uniformed Members Only)

*If a member is authorized to participate in the Pay and Allowances Continuation Program IAW OUSD (P&R) Memorandum, 15 May 2008, and [DoDFMR, Volume 7A, Ch 13](#), the member is authorized IE as part of the PAC even though not in a travel status.

1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION (Uniformed Members Only)

Effective 1 January 2009 through 31 December 2015

Sec. 533 of FY09 NDAA ([P. L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT (Uniformed Members Only)

Effective 15 April 2013 through 14 April 2016

A. Authority

1. [10 USC §1092](#) authorizes SECDEF to conduct studies and demonstration projects on the Uniformed Services health care delivery system.
2. The Federal Register, Vol. 78, No. 31, 14 February 2013 published authority for David Grant USAF Medical Center Specialty Care Travel Reimbursement Demonstration Project to test whether providing travel reimbursement will increase utilization of the direct care system by selected patients.

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
3. For an active duty member patient, see par. 7080.

C. Non-Medical Attendant (NMA). When medically indicated, NMA may be authorized.

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. 2600) for the official distance between the residence and the MTF (par. 2650).
- b. Non-Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

- a. Lodging Cost. The patient and the NMA may be reimbursed actual lodging costs (including tips and service charges) up to the lodging portion of the locality per diem rate for one night prior to the procedure if the procedure is scheduled before 0800.
- b. Lodging Tax. Lodging tax is not included in the locality per diem lodging ceiling and is separately reimbursed in the CONUS and non-foreign areas.

3. Meals. *Reimbursement for meals is not authorized.*

**1257 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)
(Civilian Employees Only)**

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](#).

1260 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA) (Civilian Employees Only)

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 Ch 5, Part B 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 Ch 5, Part B 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 Ch 5, Part B2 for other allowances relevant to first duty station travel.

CHAPTER 2: OFFICIAL TRAVEL

PART A: GENERAL

2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

***NOTE:** While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., transportation expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.*

A. General. A traveler must exercise the same care and regard for incurring Gov't paid expenses as would a prudent person traveling at personal expense. [CBCA 2852-TRAV, 28 August 2012](#).

B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of Gov't funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from the transportation terminal;
2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved special conveyance/rental vehicle (both in terms of using the 'standard' compact size and the least expensive vendor);
5. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash' CA airfare in lieu of a YCA airfare); and
6. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

C. Receipts

*1. General. For DoD Services, IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

- a. Individual expenses of \$75 or more, and
- b. All lodging costs (except when authorized a long-term TDY flat-rate per diem, see par. 4250-A).

2. Lodging Receipt Exception **(Uniformed Members Only)**

- a. A lodging receipt is not required when the member is authorized a long term TDY flat rate per diem (see par. 4250-A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by a Service issuance.
- b. Each non DoD Service must establish its own criteria for records/receipts maintenance by members.

D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the Gov't.
3. The Fed Rooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.
4. Not all programs are available to all official travelers.

B. Not Considered Gov't Qtrs. The following are *not* Gov't Qtrs:

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,
4. Gov't contracted lodging not located on an Installation to which the traveler is assigned.

See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

C. Gov't Contract Lodging **(Uniformed Members Only)**

1. The Secretary Concerned may direct the use of Gov't contract lodging, at or near the U.S. installation or reservation, specifically contracted for a member assigned TDY to a contingency operation for more than 180 days at one location.
2. Transportation between the lodging and work site should be considered when making arrangements for Gov't contract lodging.
3. Directing the use of Gov't contract lodging off the U.S. installation does not permit directing the use of the GMR.

2010 TRAVEL OFFICIAL RESPONSIBILITIES

An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service/Agency regulations and (for DoD) the DoD Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil/fcg.cfm> govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No Fee Passport. The necessary passport, visa (including green card) when required (see App G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

2020 TRAVEL JUSTIFICATION ([FTR §301-71.101](#))

A. Directed Travel. Gov't funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JTR.

C. Limited Travel Funds. Limited travel funds are not a basis for:

1. Denying official travel reimbursement, or
2. Reducing allowances.

2025 STANDARD CONUS PER DIEM RATE

A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.

B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.

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

<u>Effective 1 October 2013</u>		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$83	\$46	\$129

2030 MEAL TICKETS (Uniformed Members Only)

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the order (see par. 4090-G) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service issuances apply. See par. 1015-C2d.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

<u>Effective 13 October 2009</u>	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 7
Noon	\$11
Evening	\$23

2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (Civilian Employees Only)

A. General. An employee, under an official order, may be able to use Gov't:

1. Qtrs,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use Determination

1. The local commander determines if Gov't facilities may be used.
2. The conditions and limitations relating to facilities availability/use are in:
 - a. [AR 215-8/AFI 34-211\(I\); AAFES Operations](#);
 - b. [DoDI 1330.09, dated 7 December 2005, Under Secretary of Defense for Personnel and Readiness \(USD \(P&R\)\), Subject: Armed Services Exchange Policy](#); and
 - c. [DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations](#).

2040 IDENTIFICATION CARD (Civilian Employees Only)

A. General. When an employee is authorized OCONUS TDY travel or a PCS assignment, identification card issuance is provided in:

1. [DoDI 1000.1, Identity Cards Required by the Geneva Conventions](#) (DD Form 489, Geneva Convention Card, for civilians), and
2. [DoDI 1000.13, Identification \(ID\) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals](#).

B. Issuance. Conditions and procedures for issuance and use are in applicable Service issuances.

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CHAPTER 2: OFFICIAL TRAVEL

PART E: TRAVEL ADVANCE

2300 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:

- *1. The [DoDFMR, Volume 9](#) (DoD Services/Agencies), and
2. Service regulations (Non-DoD Services).

2305 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).

2310 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

1. **Uniformed Members Only**. Additional information on advance payment of allowances is located as follows:

- a. Discounted Conference/Training Registration Fee (App R2-H);
- b. TDY travel (Ch 4);
- c. Advance Lodging deposit (par. 4130-M);
- d. Reimbursable expenses (App G);
- e. Member PCS (par. 5008-E);
- f. Dependent outpatient travel (par. 7105-J);

- g. Dependent PDT (par. 5088);
 - h. HHG transportation (par. 5196);
 - i. Designated representatives to Yellow Ribbon (par. 7350-F);
 - j. Mobile home transportation (par. 5400);
 - k. DLA (Ch 5G, pars. 6060 and 6115);
 - l. Recruiting expenses (par. 7625);
 - m. SROTC member (par. 7375);
 - n. Attendants on behalf of member patients (pars. 7200-G and 7085-A);
 - o. Escorts and attendants of dependents (par. 7195); and
 - p. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. 9157 and 10028). ***NOTE: Advance MIHA is not authorized.***
2. **Civilian Employees Only**. Additional information on advance payment of allowances is located as follows:
- a. Discounted Conference/Training Registration Fee (App R2-H);
 - b. TDY travel (Ch 4);
 - c. Advance Lodging deposit (par. 4130-M);
 - d. Reimbursable expenses (App G);
 - e. HHG transportation and SIT using the commuted rate method (pars. 5656-D and 5680);
 - f. Mobile home transportation (par. 5400);
 - g. House hunting Trip (HHT) (par. 5894);
 - h. Temporary Qtrs Subsistence Expenses (TQSE) (Ch 5, Part B);
 - i. Attendants/escorts for military dependents (par.7175); and
 - j. Transportation and Emergency Storage of POV (par. 6525).

CHAPTER 2: OFFICIAL TRAVEL

PART G: GOV'T TRAVEL CHARGE CARD (GTCC) USE

2500 DoD POLICY

A. General. "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card); and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

B. Program Policies and Procedures

*1. DoD Uniformed Members/DoD Civilian Employees. The GTCC program policies and procedures (including central billing and unit cards) are found in the [DoDFMR 7000.14-R, Volume 9](#), "Travel Policy and Procedures".

2. Non-DoD Members (USCG, NOAA, and PHS Only). The GTCC program policies and procedures for each non DoD Uniformed Service are found in its Service regulations.

2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS

A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA, or using a GTCC IBA. *This statement alerts voucher examiners when a transportation cost shows as a reimbursable expense, and assists in preventing duplicate payments.*

2510 GTCC PURPOSE AND INFORMATION

*[DoDFMR 7000.14-R, Volume 9, Ch 3, par. 0305](#) indicates the purposes for which a DoD GTCC may be used.

2515 GTCC USE AND RESTRICTIONS

A. General. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action.

B. Restrictions. To prevent misuse of the GTCC IBA and city pair fares for leisure travel a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement.

C. Exceptions. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.

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CHAPTER 2: OFFICIAL TRAVEL
PART I: MILEAGE AND MALT RATES

2600 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	*\$1.29	*1 Jan 2015
Automobile (If no GOV is available)	*\$0.575	*1 Jan 2015
Motorcycle	*\$0.545	*1 Jan 2015
<u>Other Mileage Rate</u> . Applies when: <ol style="list-style-type: none"> 1. A POC is used instead of a Gov't furnished vehicle (if a GOV is available) when Gov't furnished vehicle use is to the Gov't's advantage, 2. Uniformed Members Only: IDT outside normal commute IAW par. 7395, 3. Uniformed Members Only: Disciplinary action travel under par. 7620, and 4. Uniformed Members Only: Medical travel under pars. 7095 and 7105. 	*\$0.23	*1 Jan 2015

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. 4750, 4755, 5618, and 5622.

D. POC Use Instead of GOV. See par. 4795 for POC use instead of a GOV.

2605 PCS, HHT, 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 2015*, the MALT rate per authorized POC is **\$.23/mile**. The MALT rate in effect from 1 January – 31 December 2014 was \$.235/mile.

*2. The \$.23/mile rate is effective for all PCS travel that commences on or after 1 January 2015 (i.e., the initial travel is started).

*3. PCS travel that commenced prior to 1 January 2015 must be paid at the old rate (\$.235/mile) even if the travel was not completed until after 1 January 2015.

4. Par. 5606 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par. 2615), this is the PCS travel MALT rate. See par. 2650 for official distance determination.

6. See pars. 5606-B2 and 5164-A if there is more than one authorized traveler in a POC.

2610 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).

2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. 2600 for the official distance between authorized points.

CHAPTER 2: OFFICIAL TRAVEL

PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

2700 TRAVEL VOUCHER SUBMISSION

*Travelers should submit a travel voucher IAW Service administrative and/or procedural directives. Use [DoDFMR, Vol. 9](#) except when official assignments (TDY, TCS, ITDY or PCS) are funded by a non-DoD agency. Non-DoD Services should use Service regulations.

2705 FRAUDULENT CLAIMS

A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see:

- *1. [DoDFMR, Vol. 9](#) (DoD Services/Components/Agencies), or
2. Service regulations (Non-DoD Services).

B. Suspicious Expenses. When there is reasonable suspicion of a falsified expense for:

1. **Other than** the cost of lodging, meals or incidentals, the suspicious expense is not allowed.
2. Lodging, meals or incidentals, the applicable per diem/AEA is denied for the entire day on which the suspected expense is claimed.

*C. Gov't Reimbursement. IAW [DoDFMR, Vol. 9](#) (or Service regulations for non-DoD Services) if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the Gov't ([57 Comp. Gen. 664 \(1978\)](#) and [61 Comp. Gen. 399 \(1982\)](#)).

2710 RECEIPT REQUIREMENTS

A. General

- *1. [DoDFMR, Vol. 9](#) requires a receipt for each:
 - a. Lodging expense, regardless of the amount, and
 - b. Individual expenditure of \$75 or more.
2. A receipt must show:
 - a. When specific services were rendered,
 - b. When articles were purchased, and
 - c. The unit price.
3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. 2705.
4. Travelers are advised to retain ALL receipts for tax/other purposes.
5. A 'lost receipt' statement (see par. 2710-B) **is not a substitute** for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.
2. For lodging, a statement must include:
 - a. The lodging facility name and address,
 - b. Dates the lodging was obtained,
 - c. Whether or not others shared the room (and the sharer's status as an official traveler), and
 - d. The cost incurred.

C. Review and Administrative Approval

1. The AO must determine if claimed expenses are reasonable.
2. Expenses must not be approved if they are:
 - a. Inflated/inaccurate, or
 - b. Higher than normal for similar services in the locality.

2715 LOST/STOLEN/UNUSED TICKET

A. General. The traveler:

1. *Must safeguard tickets carefully at all times;*
2. Must immediately report a lost/stolen ticket to the issuing CTO;
3. Is financially responsible for purchasing a replacement ticket;
4. Must not be reimbursed for the replacement ticket purchase until the Gov't has received a refund for the lost/stolen ticket;
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO.

B. Turning in Unused Tickets. [SF-1170, Redemption of Unused Tickets](#), is usable, if authorized in Service regulations ICW turning in unused tickets.

2720 LOST/STOLEN/UNUSED GTR

A. General. A traveler/other accountable person:

1. *Must safeguard a GTR carefully at all times.*
2. Must immediately notify the proper official, IAW Service procedures, if a GTR is lost/stolen.

3. Must immediately notify the named carrier and other local initial carriers, IAW Service procedures, if the lost/stolen GTR shows the carrier service desired and origin point.
4. Must send (*and not use*) a recovered GTR that has been reported as lost, to the activity specified IAW Service regulations.
5. May be held liable for any Gov't expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

1. May be issued and used *only for official travel*; and
2. *Must not be issued/used for personal travel*, regardless of the reason, even on a reimbursable basis.

2725 TRAVELER WITHOUT SUFFICIENT FUNDS

A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service regulations. DoD personnel see [DoD 4500.9-R, DTR, Part 1](#). Non-DoD Services see Service regulations.

B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.

C. Financial Responsibility. The traveler remains financially responsible to the Gov't for the lost/stolen ticket cost, regardless of fault or negligence.

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CHAPTER 3: TRANSPORTATION**PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC CONVEYANCE****3300 GENERAL**

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

D. Prudent Traveler Responsibility

1. The traveler and command must adhere to the prudent traveler rules for Gov't funded official travel. See par. 2000 and [CBCA 2852-TRAV, 28 August 2012](#).
2. Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.
3. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

3305 REIMBURSABLE EXPENSES

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. 3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See App G.

3310 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal

1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares between :
 - a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
 - b. Transportation terminals if a free transfer is not provided;
 - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
 - d. A transportation terminal and limousine service terminal.

Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance

2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares from the :

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

- a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;
- b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
- c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.

2. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the traveler's residence to the PDS on the traveler's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the traveler's residence on the return day from TDY.

3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the Gov't's advantage.
2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to/from/between carrier terminals, other than local terminals, by the AO when neither public nor Gov't transportation between the terminals meets the ordered travel requirements; and
3. *Cannot be directed to use a special conveyance for transportation to/from carrier terminals.*

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:
 - a. To/from/between TDY stations under circumstances not permitting use of usual transportation modes, or
 - b. When special conveyance use is determined to be to the Gov't's advantage.
2. Reimbursement is authorized for the total expense incurred in the special conveyance use.

D. In and around PDS/TDY Station. See Ch 2, Part L for special conveyance use reimbursement in and around the PDS/TDY station.

E. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

F. Reimbursement

1. General. See App G for special conveyance reimbursement (including aircraft).
2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. 2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

*G. Special Conveyance Receipts. See par. 2000-C, and [DoDFMR 7000.14-R, Volume 9](#).

H. Special Conveyance Use for PCS Travel **(Civilian Employees Only)**

1. A special conveyance:
 - a. May be used for PCS travel when other transportation modes are not to the Gov't's advantage,
 - b. Must be authorized in a PCS travel order,
 - c. May not be authorized for an employee's preference or inconvenience resulting from common carrier scheduling, and
 - d. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance

2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.
3. An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See [DTMO rental car agreement](#), and [DTR, 4500.9-R, Part 1](#) for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is **mandatory policy that a traveler uses an available** CTO to obtain a rental vehicle. It is **not mandatory** to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.
2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its Gov't rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#).
3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official Gov't travel.
4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official Gov't travel unless a similar vehicle is not otherwise available.
5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official Gov't travel.
6. **Example:** Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the Gov't traveler on official Gov't business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

E. Additional Rental Car Cost. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed, or will be financially responsible for the cost difference.

F. Motor Pools and Commercial Rental Companies. See [DTR, 4500.9-R, Part 1](#), and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. DTMO vehicle rental agreements apply to all Uniformed Services/DoD Components.

Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance

H. Domestic and Foreign Rental Car Information. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained by:

1. Mail:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Program Management Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

2. Fax: (571) 372-1301, or

3. The [DTMO website](#).

I. Reimbursement Limitation. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements ([CBCA 2956-TRAV, 31 January 2013](#)).

J. Non-DoD Services **(Uniformed Members Only)**. See Service Regulations for CTO use ICW rental cars.

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid **Uniformed Members Only**.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. 4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and [DoDFMR 7000.14-R, Volume 9](#)).
12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.
13. Ordinarily, per diem is based on the traveler's TDY location at 2400.
14. M&IE payment does not require expense itemization and/or receipts.
15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility/mess for per diem computation purposes.
16. For TDY within a COCOM/JTF AOR, see par. 4605.

17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).
18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility/mess is not a deductible meal.
19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.
20. Travel of 12 or Fewer Hours (12 Hour Rule)
 - a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.
 - b. See Ch 3 for transportation allowances.
 - c. Occasional meals may be reimbursed IAW par. 4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits **(Uniformed Members Only)**.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:
 - a. Reservation,
 - b. Station, or
 - c. Other established area. This includes established, large reservation subdivisions that:
 - (1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or
 - (2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).
2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:
 - a. Front gate location for the reservation, station, or other established area, or
 - b. County per diem rate for the TDY location, or
 - c. Standard CONUS per diem rate, if neither the city/town nor the county is listed..

C. References

1. TDY Location Determination. See the [U.S. Census Bureau](#) website to determine in which county a destination is located.
2. Per Diem Location Claims Case. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

D. Meeting and Convention. When a meeting/conference is arranged and reduced cost lodging accommodations are prearranged at the meeting/ conference site, the Component sponsoring the meeting/conference must recommend a reasonable per diem rate to the participating agencies/components. See App R regarding attendance at a meeting and registration fees.

E. Restriction in Establishing PDS (Civilian Employees Only). Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place ([31 Comp. Gen. 289 \(1952\)](#)).

F. Overseas Post Differential **(Civilian Employees Only)**

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.
2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS

- A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the M&IE rate for the TDY location is paid for each travel day.
- B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2).
- C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.
- D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.
- E. Meals Deduction

1. See par. 4230 for occasional meals authority **(Uniformed Members Only)**.
2. No meals deduction is made **(Civilian Employees Only)**.

F. Tax Implications **(Civilian Employees Only)**. Per diem payment for TDY of more than 12 hours but less than/equal to 24 hours may be taxable (IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a)). The employee should verify possible state and local implications.

4060 TDY MORE THAN 24 HOURS

- A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.
- B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:
1. TDY location per diem rate, or
 2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.
- C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

4065 DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)

- A. M&IE Rate. 75% of the appropriate locality M&IE rate is paid:
1. Regardless of departure time, and
 2. If travel begins and ends on the same day, and is longer than 12 hours.

- B. Rates Not Applicable. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
- C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.
- D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:
1. TDY location per diem rate, or
 2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.
- E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

USCG Members Only: USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

4070 STOPOVER POINT

- A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. *Lodging does not include sleeping in the transportation terminal*.
- B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

4075 FULL CALENDAR TRAVEL DAYS

- A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.
- B. Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/ stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

4080 RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)

- A. General
1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
 2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
 3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.
- B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.
- C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.

D. **USCG Members Only**: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

4085 EXAMPLE

01 Sep	Depart PDS
01 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

1. Per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death, NTE the ordered travel official distance **Uniformed Members Only**.
2. Per diem terminates at the end of the calendar day the employee is determined to be dead **Civilian Employees Only**.

B Traveler in a Missing Status. Per diem is not authorized after 2400 of the day the traveler is officially determined to be in a missing status under the Missing Persons Act ([44 Comp. Gen. 657 \(1965\)](#)).

C. TDY ICW Leave

1. General

a. TDY Requirement is Known before Departure on Leave. If the TDY requirement is known before departure on leave, the traveler is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location.

b. City Pair Airfares. City pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave begins. See App P2.

2. Absent from PDS for Personal Reasons. Except as provided in par. 4090-C5, a traveler who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

3. TDY at the Leave Point. A traveler on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem:

a. For the TDY performed in compliance with the order, and

b. And transportation expenses for the return trip that exceed what would otherwise been incurred if the traveler had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).

4. Authorized to Resume Leave after Completion of TDY at Various Places, Including Return to PDS. A traveler, required to interrupt leave to perform TDY at various places, including return to the PDS, and then resume leave upon TDY completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY place(s) (except no per diem while at PDS) and return to the place at which leave was interrupted. TDY allowances are payable at the TDY location. ([25 Comp. Gen. 347 \(1945\)](#); [28 id. 237 \(1948\)](#); [39 id. 611 \(1960\)](#)).

5. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. 4090-C3, a traveler upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location ([27 Comp. Gen. 648 \(1948\)](#)).

6. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS

a. When a traveler leaves the PDS on leave for 5 or more days and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS within 24 hours after departure, return per diem and transportation expenses may be authorized.

b. If a traveler's leave away from the PDS is interrupted because the traveler is recalled to the PDS, or is authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place leave was interrupted or at another place, per diem and transportation expenses may be authorized NTE the round-trip per diem and transportation expenses may for travel from the place leave was interrupted to the place the duty was performed.

c. The one way, or round-trip, must not be allowed unless, a statement in the order indicates that an administrative determination was made that the personal expense incurred by the traveler in traveling to the leave location made it unreasonable to require the traveler to assume the additional travel expense to comply with the recall or TDY order ([39 Comp. Gen. 611 \(1960\)](#)).

7. Leave Interrupted for TDY, Traveler Not Allowed to Resume Leave Status

a. A traveler on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed.

b. For return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed for the excess constructed per diem and transportation expenses for return directly from the leave location to the PDS.

c. TDY allowances are payable at the TDY location. ([11 Comp. Gen. 336 \(1932\)](#); [16 id. 481 \(1936\)](#); [30 id. 443 \(1951\)](#)).

8. TDY Directed at Leave Status Termination.

a. A traveler on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses when the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS ([19 Comp. Gen. 977 \(1940\)](#)).

b. If, in relation to the leave location, the TDY location is located in a routing direction through and beyond the traveler's PDS, the allowable per diem and transportation expenses are limited to that for round trip travel between the PDS and the TDY location ([24 Comp. Gen. 443 \(1944\)](#)).

9. TDY Order Cancellation after Travel Commencement and while on Leave

- a. When a traveler is on leave en route to a TDY station and the TDY order is canceled, the traveler is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin.
- b. The allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on leave.

10. Directed to Proceed to New PDS After TDY Completion. A traveler directed to proceed to a new PDS after TDY completion is authorized:

- a. PCS travel and transportation allowances for travel performed from the:
 - (1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and
 - (2) Leave address, or place at which the order is received, to the TDY station; and
 - (3) TDY station to the new PDS.
- b. TDY allowances at the TDY location.

D. Order Canceled while Traveler Is en route to a TDY Station

1. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station.

2. *Per diem is not authorized for any day on which the traveler was in a leave status.* See [51 Comp. Gen. 548 \(1972\)](#) and [B-175427, April 14, 1972](#).

E. Field Duty **(Uniformed Members Only)**

1. General. A member on field duty is not authorized per diem except when the:

- a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't Qtrs at no charge and/or Gov't meals at no charge for an enlisted member, were not available during stated field duty periods.
- b. Member participates in the operation advance planning or critique phase.
- c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

- (1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and
- (2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

- (1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or
- (2) Delegate authority to prescribe such a rate to a:
 - (a) Department headquarters bureau/staff agency chief, or
 - (b) Naval Systems headquarters commander

but there may be no further delegation.

3. Total Per Diem Paid. The authorized rate should be paid for the specified time period. The total per diem paid during the period the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty.

4. Per Diem Prohibition Period. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends.

5. Occasional Meals. Par. 4230 permits reimbursement for occasional meals or lodging.

6. Combatant Command/Joint Task Force (COCOM/JTR) AOR. See par. 4605.

F. TDY Performed in Support of a Military Unit on Field Duty **(Civilian Employees Only)**

1. General. Per diem is not authorized for a TDY employee who:

- a. Accompanies a military unit on field duty, or
- b. Provides noncombatant support to a military unit (App A).

2. Per Diem Prohibition Period. Per diem prohibition applies when:

- a. Gov't dining facility/mess (including field rations even though the employee is assessed a charge for that meal(s)), *and*
- b. Gov't provided billeting (non- transient barracks or tents)

are available.

3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a Gov't dining facility/mess (including field rations).

4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

G. Personnel Traveling Together

1. Personnel traveling together is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.

2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.
 4. Per diem prohibition:
 - a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.
 - b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.
 - c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.
 5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.
 6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230 **(Uniformed Members Only)**.
 7. Limited reimbursement refers to reimbursement for occasional meals and lodging **(Uniformed Members Only)**.
 8. A civilian traveler pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs **(Civilian Employees Only)**.
- H. Straggler. See par. 7665. **(Uniformed Members Only)**
- I. Ordered to Active Duty with PDS Not Designated in the Order **(Uniformed Members Only)**. TDY per diem is:
 1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.
 2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.
- J. Service Academy Graduates. See par. 7650. **(Uniformed Members Only)**
- K. Undergoing Processing **(Uniformed Members Only)**
 1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:
 - a. Processing,
 - b. Indoctrination,
 - c. Basic training (including follow-on technical training and/or home station training for an RC member), or
 - d. Instruction in a TDY statusat a place that both Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:
 - a. During travel to/from/between places for:
 - (1) Processing,
 - (2) Indoctrination,
 - (3) Training, or
 - (4) Instruction;
 - b. During a Delay/processing incident to:
 - (1) Travel to a designated PDS, or
 - (2) While awaiting transportation to PDS; or
 - c. Through the Secretarial process for TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned.

L. Inpatient **(Uniformed Members Only)**

1. General. Per diem is:
 - a. *Not* authorized for a member who is a hospital inpatient.
 - b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).
2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. 4230.
3. Hospitalized Member. See par. 4090-N.

M. Assignment to Rehabilitation Center/Activity **(Uniformed Members Only)**. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both Gov't Qtrs and dining facility/mess are available.

N. Hospitalized Member **(Uniformed Members Only)**

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [DoDFMR, Volume 7A, Ch 13](#), and (par. 1245).
2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoDFMR, Volume 7A, Ch 13](#).

O. Member of a Mission **(Uniformed Members Only)**. A member of a military, naval, air, or another mission authorized to receive additional pay/ allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized per diem except when:

1. Specifically authorized jointly by the Secretaries Concerned;
2. Traveling under a Uniformed Service order;
3. A per diem allowance is not authorized by the foreign government; or

4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

P. Navigational and Proficiency Flights **(Uniformed Members Only)**. A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized/approved at the member's request.

Q. Assigned to Two-crew Nuclear Submarines **(Uniformed Members Only)**. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the home port and no further travel is performed away from the home port under that order ([57 Comp. Gen. 178 \(1977\)](#)).

4095 REDUCED PER DIEM

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.
2. Reduced per diem rate authority must be requested and authorized prior to the travel.
3. The reduced per diem rate must be less than the locality per diem rate.
4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-I.
5. Include the name and telephone number for a PoC who may be contacted concerning the request.
6. If the request is approved, the appropriate office listed in par. 4095-I authorizes a lower per diem rate to the requesting official.
7. **USCG Exception**. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority

1. A DoD Component head or the Secretary Concerned may authorize (in advance) per diem rates in lesser amounts (to zero) when the travel/duty circumstances warrant it and are unusual to the DoD Component/Service concerned. See par. 4090-E.
2. **Civilian Employees Only**. Except for pars. 4215 and 4110-C, a DoD Component head (App A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

C. Authority Delegation. Reduced per diem authority may be delegated to the chief of a DoD Component headquarters/Service bureau/staff agency, but may not be further delegated.

D. Reduced Per Diem Not Authorized. If reduced per diem authority is not:

1. Obtained before travel begins, or
2. Part of an order amendment/modification covering a prospective period after the original order was issued, an order prescribing a different per diem rate is **not authorized** and the applicable locality per diem rate is used.

Civilian Employees Only: See [CBCA 2291-RELO, 20 April 2011](#)

E. Documentation. The authorized reduced per diem rate must be stated on:

1. The order before travel begins, or
2. An order amendment/modification covering a prospective period after the original order was issued.

F. Travel Day. The reduced/zero per diem rate does not apply to any travel day.

G. Reduced Per Diem Increase. An increase to the zero/reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under Ch 4, Part C.

H Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to:

1. **Uniformed Members Only**

- a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
- b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
- c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
- f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- h. Office of the SECDEF and other DoD Components. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only**

- a. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
- b. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
- c. Air Force: HQ USAF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- d. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

1. Per Diem Not Authorized. Per diem is not authorized:
 - a. For member travel/TDY performed within the PDS limits **(Uniformed Members Only)**.
 - b. For employee travel/TDY performed within the PDS limits or at/within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)). **(Civilian Employees Only)**.
 - c. At the old/new PDS for TDY en route ICW PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY.
2. Per Diem Authorized
 - a. General. A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).
 - b. Example. A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.
3. Member Hospitalized at the PDS **(Uniformed Members Only)**. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized at the PDS.
4. Member Escorting An Arms Control Inspection Team/Member **(Uniformed Members Only)**. Par. 4230-A3a permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §494](#)).

B. TDY within the PDS Local Area but Outside the PDS Limits

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. 2800-B), unless overnight lodging is required.
2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.
3. Occasional meals may be paid under par. 4230 when the traveler is required to procure meals at personal expense outside the PDS limits.
4. See par. 3040 for transportation allowances.
5. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized within the PDS local area **(Uniformed Members Only)**.

C. TDY within the PDS Limits for Emergency Circumstances

1. Per diem ICW transportation delays at the PDS may be paid in certain weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).
2. See Ch 3 for transportation allowances.

3. **Uniformed Members Only**: Competent authority may authorize travel and transportation allowances when duty is performed:

- a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,
- b. At a location within the PDS limits,
- c. At other than at the member's residence or normal duty location, and
- d. Overnight accommodations are used by reason of such duty.

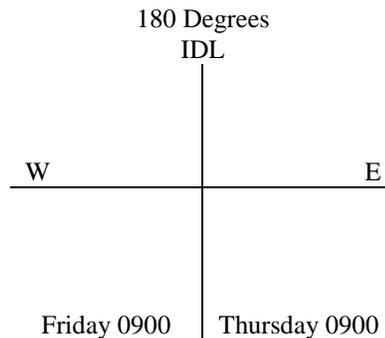
D. Brief Stay in the PDS Vicinity During TDY (Civilian Employees Only). Per diem at the PDS must be paid if:

- 1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and**
- 2. The employee is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)).

4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)

A. General. The IDL is an imaginary line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL, it is Friday west of the IDL.

B. Computing Per Diem when Crossing the IDL



C. Computation Examples. The following are examples of computing per diem and making cost comparisons under this paragraph:

1. **Example 1**. TDY Travel Involving IDL with a “Lost” Day.

<p>The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.</p> <p>When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.</p> <p>A Gov’t dining facility/mess is not available at the TDY point. AEA is not authorized.</p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	$75\% \times \$90 =$		\$67.50
19 August Thursday	NO PER DIEM		
20 to 24 Aug (Friday-Tuesday)	$\$135 + \$90 = \$225/\text{day} \times 5 \text{ days} =$		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	$75\% \times \$90 =$		\$67.50
Total			\$1,350.00

2. **Example 2.** TDY Travel Involving IDL without a “Lost” Day.

<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.</p> <p>A Gov’t dining facility/mess is not available at the TDY point. AEA is not authorized.</p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19 to 24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

4110 SHIP TRAVEL

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the ‘Lodging Plus’ method.
2. Is not authorized for the first/last travel day by Gov’t ship when it departs from the port that is the traveler’s PDS/returns to the port that is the PDS.

B. Gov’t Ship

1. Per diem is not authorized for TDY aboard a Gov’t ship when Qtrs are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov’t ships at the same place and the transfer is made within a 10-hour period **(Uniformed Members Only)**.
5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum [lodging](#) amount for the TDY locality concerned **(Civilian Employees Only)**.
6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Civilian Employees Only)**.

7. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned **(Civilian Employees Only)**.

*8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless a different special rate is otherwise authorized/approved by the AO **(Civilian Employees Only)**.

C. Commercial Ship (U.S./Foreign/U.S. Gov't Leased) Travel for 24 or More Hours

1. General. Per diem payment, in this subpar., applies to TDY travelers using a commercial ship as a passenger. It does not apply to travelers aboard a commercial ship for TDY/training.

2. Oceangoing Ferry. For the purposes of this subpar., an oceangoing ferry is not considered a commercial ship.

3. Traveler Not Charged for Meals. A traveler is not authorized per diem for meals when they are:

- a. Furnished without charge, or
- b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

a. A traveler is authorized per diem for meals equal to the furnished meals cost, except on embarkation/debarkation days, if otherwise authorized.

b. The AO should:

- (1) Set the meals portion of per diem equal to the anticipated expenses, and
- (2) State, in the order, the circumstances warranting the rate.

D. Corps of Engineers Floating Plant **(Civilian Employees Only)**

1. Meals Furnished at No Cost. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

2. 1 or 2 Meals Provided at No Cost. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

3. No Meals Furnished. If the employee is not furnished any meals (with or without charge) the [Standard CONUS M&IE rate](#) is paid. The order should state the circumstances and rate.

4. Lodging Cost. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft **(Uniformed Members Only)**

1. Per Diem. Per diem is authorized during each fitting-out/conversion period.
2. Fitting-Out/Conversion Period. The fitting-out/conversion period includes the day the:
 - a. Ship is commissioned or service craft is placed in-service, and
 - b. Ship is decommissioned or service craft is placed out of service.
3. Per Diem End. Per diem ends on the date the member's assignment is changed from:
 - a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or
 - b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out of service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

F. TDY Aboard a Foreign (Non-Gov't) Ship **(Uniformed Members Only)**

1. Per Diem
 - a. Per diem is not authorized when both Qtrs and all meals are furnished without charge.
 - b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. 4145.

G. Aboard Ship Constructed by a Commercial Contractor **(Uniformed Members Only)**

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both Qtrs and all meals are furnished without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

4115 CAR FERRY TRAVEL

A. General. When TDY travel by POC is partly by road and partly by car ferry (circuitously or otherwise), per diem is authorized while on the ferry. See Ch 3, Part I for transportation reimbursement.

B. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
2. Debarkation Day. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the traveler's location at 2400 on that day.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler's location at 2400 on the debarkation day.

E. Foreign Registered Ferry Use. See par. 3665 for required documentation if a U.S. registered ferry is not available.

4120 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO believes the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity via the appropriate Service/Agency channels, and the applicable department/office listed below:

1. **Uniformed Members Only:**

- a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
- b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
- c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
- f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only:**

- a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
- b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
- c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

B. Final Submission Process. The Service/Agency determines that the survey request is valid and then may submit the request to:

<u>CONUS Locations</u>	<u>Non Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F. Street NW Second Floor Washington, DC 20405-0001 jill.denning@gsa.gov</p>	<p>Defense Travel Management Office ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301</p>	<p>Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 (202)261-8700</p>

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

4200 M&IE RATE DETERMINATION

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

B. CONUS Full Days

1. **Uniformed Members Only**

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

b. Government Meal Rate (GMR). The standard GMR paid for meals in a Gov't dining facility/mess plus \$5 IE is paid. This rate applies each day that:

- (1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,
- (2) The GMR is directed,
- (3) The Gov't dining facility/mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
- (4) The member is not traveling.

c. Proportional Meal Rate (PMR). The PMR plus \$5 IE is paid. The PMR applies each day that:

- (1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,
- (2) At least one meal is available and directed in a Gov't dining facility/mess on the U.S. Installation to which the member is assigned TDY, and
- (3) The member is not traveling.

d. Member Directed to Procure Private Sector Lodging off the U.S. Installation. When adequate Gov't Qtrs are available but a member is directed to procure private sector lodging off the U.S. Installation, the member is treated as though the Gov't Qtrs are not available and is authorized the locality meal rate instead of the GMR/PMR and \$5 IE. *Just because Gov't Qtrs are available, a command cannot send a member into private sector lodging off the U.S. Installation and use the technical Gov't Qtrs 'availability' to reduce the locality meal rate to the GMR/PMR.*

2. **Civilian Employees Only**

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

b. Government Meal Rate (GMR). The standard GMR, plus \$5 for IE on any day the GMR rate is prescribed IAW par. 4200, or

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

C. OCONUS Full Days

1. **Uniformed Members Only**

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

b. GMR. The Standard GMR paid for meals in a Gov't dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

- (1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,
- (2) The GMR is directed,
- (3) The Gov't dining facility/mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
- (4) The member is not traveling.

c. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

- (1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY (par. 4200-C5),
- (2) At least one meal is available and directed in a Gov't dining facility/mess on the U.S. Installation to which the member is assigned TDY, and
- (3) The member is not traveling.

d. OCONUS IE

(1) The OCONUS IE rate used is:

- (a) \$3.50 when the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or
- (b) The locality IE rate when the member's TDY location is not a U.S. Installation, or
- (c) The locality IE rate when the member is TDY to a U.S. Installation and Gov't Qtrs are not available on the U.S. Installation.

(2) Exceptions. The AO may determine that \$3.50 is:

- (a) Adequate when the member is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.
- (b) Not adequate when the member is lodged on a U.S. Installation. The locality IE rate may be authorized and must be stated in the order.
- (c) The \$3.50 IE rate does not apply on any day the member is traveling.

e. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When adequate Gov't Qtrs are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the Qtrs are not available and is authorized the locality meal rate instead of the GMR/PMR plus the locality IE rate unless the \$3.50 IE rate is authorized under par. 4200-C1d(2).

Just because Qtrs are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical Qtrs 'availability' to reduce the locality M&IE to the GMR or PMR.

2. **Civilian Employees Only**

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel plus:

- (1) \$3.50 if the employee is TDY to a U.S. Installation and lodged in Gov't Qtrs on the U.S. Installation unless the AO determines the \$3.50 is not adequate and authorizes the locality IE rate, or
- (2) \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses when lodged off the U.S. Installation, or
- (3) The locality IE rate.

b. GMR. The Standard GMR for meals in a Gov't dining facility/mess, plus the IE rate, on any day the GMR rate is prescribed IAW par. 4200, or;

c. PMR. The PMR plus the IE rate on any day the AO specifies the PMR rate.

d. IE Rate

- (1) Travel Order. If the AO authorizes the locality IE rate when lodged on the U.S. Installation the employee is TDY or the \$3.50 IE rate when lodged off installation, it must be stated on the order.
- (2) Travel Day. The \$3.50 IE rate does not apply on any day the employee is traveling.

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

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

- a. Determines the appropriate meal rate (GMR, PMR or locality meal rate based on Gov't dining facility/mess availability) regardless of what the AO puts in the TDY order, to the contrary.
- b. May only specify the GMR for a day when all 3 meals are available.
- c. May only specify the PMR when at least one meal a day is available.

2. Meal Rate Information. Information about the course that provides the appropriate meal rate:

- a. Should be documented in the order, including the source of the information, and
- b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.

3. Gov't Dining Facility/Mess. A Gov't dining facility/mess is:
 - a. Available only if Gov't Qtrs on a U.S. Installation are available and the command controlling the Gov't dining facility/mess has made the dining facility/mess available to the traveler.
 - b. **Not available** on an interim travel day, except when traveling within the AOR IAW par. 4605-B1c.
4. Gov't Qtrs **(Civilian Employees Only)**. Gov't Qtrs use may **not** be directed for a civilian employee (par. 1055-A).

4205 DEDUCTIBLE MEALS

A. PMR Application

1. The PMR in pars. 4200-B1c and 4200-C1c applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
2. The Gov't should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
3. A meal provided to the traveler for which the Gov't pays nothing does not affect per diem payment.
4. See App R2, par. J for PMR computation examples.

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

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

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

1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).
2. Served during a break (not at a meal time) do not constitute a deductible meal.

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

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

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

4210 NON DEDUCTIBLE MEALS

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

1. Box/'bagged' meal from a Gov't dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the Gov't dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. **NOTE: See par. 4605 for a traveler on TDY within a COCOM or JTF AOR.**,
2. In flight meal,
3. Rations furnished by the Gov't on military aircraft,
4. Gov't meal consumed in a Gov't dining facility/mess,
5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or
7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with *or* without breakfast).

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

C. Limitations

1. **Uniformed Members Only**

- a. An organization may not provide a Gov't meal in a Gov't dining facility/mess at no charge to a TDY member and order it used as a deductible meal for per diem.
- b. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) as addressed in DoDFMR, Vol. 7A, par. 250105.C1.
- c. A Gov't dining facility/mess is available only when Gov't Qtrs on the U.S. Installation on which the member is TDY are available (see par. 4235-B1).
- d. DoDFMR Vol. 7A, Ch 25 and Vol. 12, Ch 19 prohibit military members from being provided meals or rations at no charge by or on behalf of the Gov't while entitled to BAS (**NOTE: Members on TDY receive BAS.**) for the same period of service, except when a patient is in a hospital. See par. 4235-C.

e. **Example.** A member is TDY with a unit conducting an exercise. The U.S. Installation on which the member is TDY does not have enough on base lodging for all members in TDY status. Member receives a non-availability of Gov't Qtrs and lodges off base during the exercise. Because Gov't Qtrs are not available, the dining facility/mess is therefore also not available. Consequently, the AO may not direct member to the GMR or PMR (i.e., to eat all/some meals in dining facility/mess) and the member must be reimbursed for meals at locality per diem meal rate, regardless if member chooses to purchase/consume one or more meals in the Gov't dining facility/mess.

2. **Civilian Employees Only**

a. An organization may not provide a Gov't meal in a Gov't dining facility/mess at no charge to a TDY employee and order it used as a deductible meal for per diem.

b. A Gov't dining facility/mess is available only when Gov't Qtrs on the U.S. Installation where the employee is TDY are available and the command controlling the Gov't dining facility/mess on that U.S. Installation has made the Gov't dining facility/mess available to the traveler. See par. 4200.

c. [DoDFMR Vol. 12, Ch 19](#) prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.

4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. 4205-B5 and 4205-B6 when a charge for meals is added to the lodging cost. See [CBCA-1900-TRAV, 3 MAY 2010](#).

4220 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. CONUS: \$5 IE; or

2. OCONUS:

a. **Uniformed Members Only**

(1) \$3.50 IE, if the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or

(2). The OCONUS [locality IE rate](#) when the member's TDY location is not a U.S. Installation, or

(3) The [locality IE rate](#) when the member is TDY to a U.S. Installation and Gov't Qtrs are not available on the U.S. Installation, or

(4) The AO may determine \$3.50 is:

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

(b) Not adequate when the member is lodged on a U.S. Installation. The [locality IE rate](#) may be authorized and must be stated in the order.

b. **Civilian Employees Only**

- (1) \$3.50 IE, if the employee is TDY to a U.S. Installation and lodges in Gov't Qtrs on that U.S. Installation, or
- (2) The OCONUS locality [IE, or](#)
- (3) The AO may determine \$3.50 is:
 - (a) Adequate when the employee is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.
 - (b) Not adequate when the employee is lodged on a U.S. Installation. The [locality IE rate](#) may be authorized and must be stated in the order.

B. Maximum Per Diem

1. General. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum [per diem rate](#).
2. Field Duty/Field Training Exercise
 - a. **Uniformed Members Only**. See par. 4090-E for per diem ICW field duty.
 - b. **Civilian Employees Only**. See par. 4090-F for per diem when TDY is performed in support of a field training exercise with a military unit.

4230 OCCASIONAL MEALS AND/OR LODGING

A. **Uniformed Members Only**

1. General. A member is authorized reimbursement for meals and/or lodging when the AO determines the member must execute one of the occasional meals and lodging requirements *and* is in a status IAW this par.
2. Requirements
 - a. Procure lodging from commercial, Gov't or NAF sources;
 - b. Use Gov't Qtrs and pay a service charge;
 - c. Retain lodging at a prior TDY location when the retention is authorized/approved by appropriate authority; or
 - d. Procure meals from commercial or NAF sources;
3. Status
 - a. Member Escorting Arms Control Inspection Team/Members. Within PDS limits, only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in country period referred to in the treaty or agreement. See par. 4100-A4.
 - b. TDY within the PDS Local Area (Outside the PDS Limits). See par. 4100-B.
 - c. Round Trips within 12 Hours. See par. 4050-A20.

- d. Members Traveling Together with No/Limited Reimbursement. See par. 4090-G.
- e. TDY or Training Duty Aboard a Ship. See par. 4110.
- f. Field Duty. See par. 4090-E and 4090-F.
- g. A Member and/or Straggler Separated from Others Traveling Together Under an Order Directing No/Limited Reimbursement Travel. See pars. 4090-G and 4090-H.
- h. EUM. See par. 4240.
- i. Inpatient. See par. 4090-L.
- j. SROTC Member. Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no Gov't Qtrs or Gov't dining facility/mess are available. See par. 7375-B7.

4. Computation

a. Lodging

- (1) Allowable Amount. The amount allowed is the member's lodging cost NTE the maximum lodging amount within the [per diem rate](#) for the TDY locality.
- (2) Reimbursement in Excess of Allowable. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize reimbursement in greater amounts for the occasional lodging cost. See Ch 4 Part C.
- (3) Lodging Procurement Required. When a member is required to procure/retain unoccupied lodging or to procure/retain lodging at more than one location on any calendar day, reimbursement is IAW par. 4145.

b. Meals

- (1) Procured Meals Required. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) based on the applicable [per diem rate](#) for the TDY locality.
- (2) More than One Locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

B. **Civilian Employees Only**

- 1. General. An employee may incur expenses for occasional meals and/or lodgings when lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours.
- 2. Authorization/Approval. The AO may authorize/approve:
 - a. The actual amount paid up to the [PMR](#) (no IE) in par. 4200-B1c and 4200-C2b for meals, and/or
 - b. [Lodging](#) up to the maximum lodging per diem rate,when the traveler is required to purchase these items and per diem is not authorized.
- 3. AEA. See Ch 4, Part C if the lodging/meal costs exceed the [maximum rates](#).

4235 GOV'T DINING FACILITY/MESS (Uniformed Members Only)

A. Dining Facility/Mess Available. A Gov't dining facility/mess on the U.S. Installation must be used to the maximum extent practicable by members quartered on a U.S. Installation.

B. Dining Facility/Mess Not Available. A Gov't dining facility/mess is not available:

1. When Gov't lodgings on the U.S. Installation are not available (see Ch 2, Part H);
2. On travel days; or
3. When an AO determines:
 - a. The use of the Gov't dining facility mess adversely affects mission performance;
 - b. There is excessive distance between the Gov't dining facility/mess and places of duty, and/or of lodging;
 - c. Transportation is not reasonably available between the Gov't dining facility/mess and places of duty, and/or of lodging; or
 - d. Duty hours and Gov't dining facility/mess operating hours are not compatible.

C. GMR/PMR Documentation

1. GMR/PMR Directed. An order must direct the GMR or PMR if one of these rates is to apply.
2. Gov't Dining Facility/Mess not Available. If the GMR or PMR is directed, but the Gov't dining facility/mess is not available, the member must be reimbursed:
 - a. The locality meal rate if all three meals were not available; or
 - b. The PMR if one or two meals were not available;
3. Non Availability Approval. The AO must approve the member's non availability certification.
4. Order Modification. An order modification must be made to document the meal rate change.
5. GMR/PMR not Directed. If an order does not direct the GMR or PMR, the locality meal rate is paid (an exception to this is schoolhouse training (par. 4200-D)).
6. Deductible Meals. See par. 4205.

D. Limitations

- *1. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) in [DoDFMR, Vol. 7A, par. 250105.C1](#).
2. A TDY member pays for meals in the Gov't dining facility/mess and is authorized the GMR/PMR except for limited circumstances:
 - a. Field duty (par. 4090-E and 4090-F),
 - b. Sea duty (par. 4110),
 - c. EUM (par. 4240),

- d. Members traveling together with no/limited reimbursement (par. 4090-G), and
- e. JTF operations (par. 4600).

*3. See [DoDFMR, Vol. 7A, Ch 25](#) for pay account collection.

4240 ESSENTIAL UNIT MESSING (EUM) (Uniformed Members Only)

A. General. There is no authority to pay for meals when the Secretary Concerned/Combatant Commander/JTF Commander, determines that Gov't dining facility/mess use is essential to accomplish training and readiness.

B. Start/End Time. The prohibition on paying for meals begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

C. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. 4230.

D. IE Rate. The IE rate paid is:

1. \$5 in a CONUS locality, or
2. \$3.50, in an OCONUS locality, if the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or
3. The [locality IE rate](#) in an OCONUS locality when the member's TDY location is not a U.S. Installation, or
4. The [locality IE rate](#) when the member is TDY to a U.S. Installation and Gov't Qtrs are not available on the U.S. Installation, or
5. In an OCONUS locality the AO may determine \$3.50 is:
 - a. Adequate when the member is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.
 - b. Not adequate when the member is lodged on a U.S. Installation. The [locality IE rate](#) may be authorized and must be stated in the order.

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 5: COMPUTATION EXAMPLES

4280 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

1. CONUS/Non Foreign OCONUS Locations. Lodging tax in CONUS and non foreign OCONUS locations is *not included* in per diem and is a *reimbursable expense*.

2. OCONUS Foreign Locations. Lodging tax in OCONUS foreign locations *is included* in per diem and is *not a reimbursable expense*.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes the current MALT.

C. Per Diem Rates. The [per diem rates](#) used in the examples below are for illustrative purposes and may not reflect current rates. See [per diem rates](#) on the DTMO website for current rates.

D. Examples. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services.

1. **Uniformed Members Only**

a. **Example 1.** Per Diem Rate/POC TDY Mileage Computation.

<p>A member is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't's advantage and authorized on the order (par. 4710). The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.</p> <p>The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85/ \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 nd Stopover M&IE		50 miles
REIMBURSEMENT					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
*1 round trip of 830 miles (official distance) x \$.575/mile =					*\$ 477.25
Total Reimbursement					*\$999.25

b. **Example 2.** Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

<p>A member is TDY to a U.S. Installation at which Gov't lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17th because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the order (par. 4710).</p> <p>*The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. 4200-B1b) is \$13.85 and the PMR (par. 4200-B1c) is \$28 plus the CONUS \$5 IE rate applies in this example.</p> <p><i>NOTE: Gov't dining facility/mess deductions are never made for arrival and departure days. The GMR and PMR rates used in this example are for illustrative purposes only –App A for the current GMR.</i></p>			
ITINERARY			
Date	Depart	Arrive	POC Distance
15 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	$*\$6 + \$13.85 \text{ (GMR)} + \$5 \text{ (IE)} =$		*\$ 24.85
17 March	$*\$6 + \$28 \text{ (PMR)} + \$5 \text{ (IE)} =$		*\$ 39.00
18 March	$*\$6 + \$13.85 \text{ (GMR)} + \$5 \text{ (IE)} =$		*\$ 24.85
19 March	$\$46 \times 75\% =$		\$ 34.50
$*1 \text{ round trip of } 650 \text{ miles (official distance)} \times \$.575/\text{mile} =$			<u>*\$ 373.75</u>
Total Reimbursement			*\$537.45

c. **Example 3.** Per Diem Rate – AOR Travel Computation. Member is TDY in an AOR.

2 & 3 Jan	The member departed the residence via POC (2 Jan), and was en route awaiting transportation without procuring lodging.			
4 Jan	Arrives at the AOR TDY station.			
5 to 30 Jan	The member stayed in Gov't qtrs and received \$3.50 per day.			
31 Jan	The member departed the AOR TDY station and arrived at another AOR location.			
1 Feb	The member departed the AOR location and arrived at an approved delay stopover point, procuring lodging.			
2 Feb	The member departed the stopover point and arrived at the residence.			
PER DIEM COMPUTATION:				
Date	Travel Plan	Transportation Mode/Mean	Reason For Stop	Per Diem Rate
2 Jan	Depart Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arrive TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5 to 30 Jan	TDY (AOR) (Lodging in Gov't qtrs)	--	TD	\$3.50 (\$0/ \$3.50) TDY Destination
31 Jan	Depart TDY (AOR)	TP	--	\$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arrive Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
REIMBURSEMENT				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 to 30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
MEMBER REIMBURSEMENT				\$317.75

2. **Civilian Employees Only**

a. **Example 1.** TDY Travel

An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in Gov't qtrs with charge, and one night at a friend's house at no cost. The employee paid \$40/night for 6 nights of lodging in a hotel, \$4 for 2 nights spent in Gov't qtrs, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows:

Day 1 (departure day)	$\$40 \text{ (lodging)} + 75\% \times \$46 \text{ (M\&IE)} =$	\$ 74.50
Days 2 to 6	$(\$40 \text{ (lodging)} + \$46 \text{ (M\&IE)})/\text{day} \times 5 \text{ days} =$	\$430.00
Days 7 & 8	$(\$4 \text{ (lodging)} + \$46 \text{ (M\&IE)})/\text{day} \times 2 \text{ days} =$	\$100.00
Day 9	$\$0 \text{ (lodging)} + \$46 \text{ (M\&IE)} =$	\$ 46.00
Day 10 (return day)	$75\% \times \$46 \text{ (preceding calendar day M\&IE rate)} =$	\$ 34.50
AMOUNT DUE EMPLOYEE		\$685.00

Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum per diem rate for the locality concerned. This example uses the Standard CONUS per diem rate of \$129 (\$83/ \$46).

Day 1 (departure day) the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50.

Days 2 to 6 the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) x the number of days (5); pay \$430.

Days 7 & 8 the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) x the number of days (2); pay \$100.

Day 9 the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46.

Day 10 (return day) the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50.

The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.

b. **Example 2.** TDY Travel

DEPART	Residence	1st Day
ARRIVE	Goteborg, Sweden	2nd Day
TDY	Goteborg, Sweden	3rd - 7th day
DEPART	Goteborg, Sweden	8th Day
ARRIVE	Residence	8th Day
Gov't qtrs were occupied (not on a U.S. Installation) for 6 nights at Goteborg, Sweden at \$4 per night. The <u>per diem rate</u> for Goteborg, Sweden at the time the employee traveled was \$256 maximum (\$143/ \$113).		
PER DIEM COMPUTATION		
Day 1	Travel day with no lodging expense	\$113 x 75% (M&IE for Goteborg) = \$ 84.75
Day 2	Arrival day	\$4 (Gov't qtrs charge) + \$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) = 117.00
Day 3 to 7	TDY at Goteborg \$23 (incidental rate for Goteborg)	\$4 (Gov't qtrs charge) + \$23 (3 deductible meals furnished each day without charge (par. 4205) = \$27/day x 5 days = 135.00
Day 8	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% = \$ 84.75
		AMOUNT DUE
		\$421.50

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

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

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

TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).

The employee departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the employee arrived on 8/19. Upon return (west to east) when employee crosses the IDL, the employee is paid M&IE for one 8/25 date.

A Gov't dining facility/mess is not available at the TDY point. AEA is not authorized.

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

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

An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.

The employee stayed in Gov't qtrs and received the AOR per diem rate from 5-30 Jan.

The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.

The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.

The employee departed the stopover point and arrived at the residence on 2 Feb.

Per diem is computed as follows:

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5 to 30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
REIMBURSEMENT				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 to 30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
PER DIEM REIMBURSEMENT				\$317.75

CHAPTER 4: TDY

PART D: TRAVEL

4400 GENERAL

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

B. Transportation

1. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem/AEA is payable for actual travel performed NTE the per diem/AEA that would have been paid if the directed transportation mode had been used.
2. When the directed transportation mode is not available, or the order does not specify any transportation mode, per diem/AEA is computed as though the transportation mode actually used was directed.

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

1. Required check in time, plus travel time from home/office/place travel actually began, and
2. Scheduled arrival time at the terminal plus travel time to home/office/place travel actually ended.

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

4405 ACTUAL TRAVEL TIME

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

4410 STARTING AND ENDING TRAVEL

A. General

1. The order establishes when travel status starts and ends.
2. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours (2400-0600).
3. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - a. Ship staterooms, and
 - b. Train sleeping cars.
4. Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations.
5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. 4415-B and 4415-C).

6. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400-0600, if there is a more reasonable schedule that meets mission requirements ([CBCA 3211-TRAV, 30 July 2013](#)).
7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required ([33 Comp. Gen. 221 \(1953\)](#); [61 id. 448 \(1982\)](#)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. 4415-B and 4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

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

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

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

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

4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. 3520-C11):

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

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.
2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. 3030 for scheduled travel.
4. See par. 4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
 - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
 - *b. May only be authorized when travel is to the TDY site, unless the AO determines that based on flight availability the traveler cannot rest before reporting back to work, and can only be authorized when necessary in the Gov't's interest and not for the traveler's personal convenience.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

- a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. 4410-A regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

- a. The origin or destination is OCONUS; and
- b. Travel is by a usually traveled route; and
- c. Travel is by less than first/business class accommodations; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non overnight time spent at airports during plane changes.*

3. Flight Length

*a. The flight length (14, 20, 30, 40 hours)" alone is not sufficient justification to authorize/approve an en route rest stop.

*b. When using flight length to justify a rest stop.

*(1) The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work; and

*(2) the order must clearly state when the TDY travel was identified and when travel reservations were made..

c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation.

4. En Route Rest Stop Prohibited. An en route rest stop at Gov't expense is prohibited when:

- a. Travel is authorized by first/business class service.
- b. For personal convenience, a traveler chooses to travel by a circuitous route, , causing excess travel time.
- c. A traveler takes leave at a stopover.

5. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

7. Per Diem. The rest stop locality per diem rate applies.

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

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. 4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

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

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

4420 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. 3025-C.

4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. 3035), partly by POC and partly by common carrier, is computed IAW par. 3025-E or 4765.

4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

A. Authorization/Approval

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

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

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

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

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

4435 RETURN TO PDS DURING EXTENDED TDY

A. General

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

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)).

2. Return travel must be authorized/approved and included in the travel order/voucher. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. 4440.

4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)). **(Civilian Employees Only).**

5. Computation Examples **(Civilian Employees Only)**

a. Example 1

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

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

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

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

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

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

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

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

b. Example 2

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

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

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

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

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

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

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

c. Example 3

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

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

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

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

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

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

C. Lodging Retained at TDY Location during Authorized Return

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

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

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

2. Reimbursement

a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

b. See App G for reimbursable expenses.

3. Contingency Operation (Uniformed Members Only). See par. 7050 for lodging reimbursement if TDY supports a Contingency Operation.

4. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods. This par. applies to civilian employees, active duty members, and RC members.

B. Authorized Allowances

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

2. Contingency Operation (Uniformed Members Only). See par. 7050 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.

2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (App G). Foreign area lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location.

1. General. All costs for lodging retained at the TDY location during a voluntary return are the traveler's financial responsibility, except IAW par. 4250.

2. Exception (Uniformed Members Only). IAW pars. 7050 or 7055.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per par. 3210-D).

NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A for the GMR.

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

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

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

AEA is not authorized.

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

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

*The traveler is due \$1,506.75 (constructed cost since it is less than the actual cost for this example).

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

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 650 miles (official distance) = 1,300 miles x \$.575/mile =			*\$747.50
Actual Cost Total			*\$1,681.50
CONSTRUCTED COST			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.575/mile =			*\$373.75
Constructed Cost Total			*\$1,506.75

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

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

*The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. 4200-B1b) is \$10.45 plus \$5 IE for this example.

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

*The member is due \$416.45 (constructed cost since it is less than the actual cost for this example).

NOTE: Gov't dining facility/mess deductions are not made for arrival and departure days (pars. 4065 and 4080). The GMR rate used in the example is for illustrative purposes only – see App A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$*\$6 + \$10.45 + \$5 \text{ (IE)} =$		*\$ 21.45
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$*\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{day} \times 2 \text{ days} =$		*\$ 42.90
16 July	$\$46 \times 75\% =$		\$ 34.50
$*2 \text{ round trips of } 370 \text{ miles (official distance)} \times 2 = 740 \text{ miles} \times \$.575/\text{mile} =$			<u>*\$425.50</u>
Actual Cost Total			*\$639.85
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$*\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{days} \times 6 \text{ days} =$		*\$128.70
16 July	$\$46 \times 75\% =$		\$ 34.50
$*1 \text{ round trip of } 370 \text{ miles (official distance)} \times \$.575/\text{mile} =$			<u>*\$212.75</u>
Constructed Cost Total			*\$416.45

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

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

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

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

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

*The traveler is due \$528 (actual cost) which is less than the constructed cost.

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thu	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.575/mile =				<u>\$ 345.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				*\$528.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thu	10/18	75% x \$61 =		\$ 45.75
*One round trip of 150 miles x \$.575/mile =				*\$ 86.25
Constructed Cost Total				*\$548.75

5. Example 5. AEA Comparison

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

4445 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

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

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

B. Examples

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

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

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

3. Gov't Qtrs and PMR Directed **(Uniformed Members Only)**. Member is TDY from Location X to Base Y (per diem rate \$161 (\$110/ \$51)). Member stays on the U.S. Installation for \$20/night (no tax) and is paid \$34/night (\$29 PMR + \$5 CONUS IE). This amount is based on the order that indicates Gov't Qtrs and the PMR is directed. Member drives to Location Z on Friday night and returns to Base Y Sunday night. Member checks out of the Base Y Gov't Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights. At location Z the traveler pays \$75 lodging + \$9 (12% lodging tax) each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is paid per diem (\$20 for lodging + \$34 for the PMR based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the Gov't Qtrs cost and PMR + CONUS "IE" since they were directed in the order. *Member is not authorized TDY mileage for driving between Locations Y and Z.*

4450 RETURN TO PDS DIRECTED DURING NON-WORKDAYS

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

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

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

C. Travel Order **(Civilian Employees Only)**

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

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

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

CHAPTER 4: TDY

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

4600 DEFINITIONS

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

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

For this Part, the JTF definition also includes the Coast Guard.

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

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

4605 TDY OPTIONS

NOTE for Uniformed Members Only: See par. 1245 for continuation of the IE portion of the TDY per diem for a “hospitalized member,” as defined under the OUSD(P&R) Memorandum, 15 May-08 and [DoDFMR, Volume 7A, Ch 13](#).

A. General

1. The COCOM Commander/JTF Commander:

- a. Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;
- b. Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- c. May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and
- d. Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel orders. **NOTE:** *A JTF exercise must be field duty.*

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

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

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

- a. Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or
- b. Located in the COCOM/JTF AOR but is not part of the COCOM/JTF.

B. Regular TDY

1. General. For regular TDY, a traveler:

- a. Ordinarily travels to one or more locations away from the PDS for less than 180 days at any one location. See par. 2230 for guidance on exceptions and waiver authority to the 180 day limit.
- b. Is reimbursed for lodging and M&IE IAW Ch 4, Part B or par. 4605-B2; and
- c. *Receiving the GMR while TDY to a COCOM/JTF AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a traveler goes from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). GMR and the \$3.50 IE rate do not apply on days the traveler is traveling into/out of an AOR.*

2. COCOM/JTF Temporary Dining Facilities

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

- (1) CONUS: \$5 CONUS, or
- (2) OCONUS:

(a) \$3.50 when the employee/member is TDY to a U.S. installation and Gov't Qtrs are available on the U.S. installation or when the COCOM Commander/JTF Commander determines \$3.50 to be adequate, or

(b) The applicable locality IE rate when the employee's/member's TDY location is not a U.S. installation.

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

- (1) Pays the meal rate IAW the DoDFMR, and
- (2) Is reimbursed IAW Ch 4, Part B.

c. If the member's statement is accepted to support increased per diem for a missed meal at a COCOM/JTF temporary dining facility, the PMR is authorized for that day (pars. 4200-B3 and 4200-C3). **Uniformed Members Only**.

3. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. Exceptions for exercises are in par. 4605-D.

C. Essential Unit Messing (EUM)

1. **Uniformed Members Only.** EUM may be used for operational deployments when the following circumstances apply:
 - a. EUM may be required in a command/organizational unit when it:
 - (1) Enhances operational readiness,
 - (2) Enhances the conduct of military operations, or
 - (3) Is necessary for the effective conduct of training.
 - b. Designation of EUM is not applied to individual service members, but is applied to:
 - (1) Organizational units,
 - (2) Operational elements, or
 - (3) Detachments.
 - c. The member is provided Gov't Qtrs, and to maintain unit readiness, is required to use a Gov't dining facility/mess.
 - d. The member is paid only the incidental portion of the daily M&IE rate.
2. **Civilian Employees Only.** The employee is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

D. Field Duty

1. General. During field duty (see App A1), the traveler is:
 - a. Subsisted in a Gov't dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar operations.
 - b. Furnished Gov't Qtrs or lodged in accommodations ordinarily associated with field exercises.
 - c. A COCOM/JTF official may place the traveler in a field duty status if subsistence is furnished by contract.
2. Per Diem
 - a. **Uniformed Members Only.** During field duty the member is not paid per diem since lodging and meals are furnished at no additional cost to the member (i.e., at no cost that exceeds what the member would normally incur at the PDS).
 - b. **Civilian Employees Only.** During field duty the employee is not paid per diem when both:
 - a. Gov't dining facility/mess, (including field rations, even though the employee is assessed a charge for meal(s)), and
 - b. Gov't provided billeting (non-transient barracks or tents)are available. Reimbursement is authorized only for the discounted GMR.

Part F: Reimbursement Options for a Traveler on TDY within a COCOM/JTF AOR***E. COCOM/Joint Task Force Operations TDY Options**

<u>Subsist Ashore</u>			
<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Gov't Qtrs and Gov't Meals - Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	*Gov't Qtrs and Gov't Meals – Temporary U.S. installation or Temporary Dining Facility/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR (Civilian Employees Only)
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR (Civilian Employees Only)
<u>Subsist Aboard Gov't Vessel <u>3</u></u>			
TDY	Gov't Qtrs and Gov't Meals	None	*Employee Pays for Meals <u>4</u> (Civilian Employees Only)
FOOTNOTES:			
<u>1</u> Full GMR = Food costs plus operating expenses.			
<u>2</u> Discount GMR = Food costs only.			
<u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)			
* <u>4</u> . See par. 4110, item 8 when a civilian employee traveler is required to pay for meals aboard a Gov't vessel.			

F. Basic Allowance for Subsistence (BAS) (Uniformed Members Only)

1. See [DoDFMR, Volume 7A, Ch 25](#).
2. For USCG, see [COMDTINST M7220.29 \(series\), Ch 3](#).

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 2: MEMBER TRAVEL AND TRANSPORTATION****SUBSECTION a: GENERAL****5010 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. Travel by POC (par. 5164),
2. Procure common carrier transportation (par. 5014), or
3. Be provided transportation in kind (par. 5014-D).

B. Exceptions. A member may elect the travel and transportation options listed above except when:

1. Travel is performed partly at personal expense and partly by Gov't procured transportation and/or Gov't conveyance (par. 5016),
2. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. 5020),
3. Travel OCONUS is involved (par. 5018),
4. There are special circumstances (Ch 5, Part A2c and Ch 7), or
5. POV delivery/pickup is involved (par. 5354).

5012 TRAVEL TIME

A. General

1. A member performing PCS travel is authorized the travel time allowable to complete the PCS move.
2. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the DoD component concerned.
3. In computing travel time, distance is disregarded from the home, office, or residence to the local transportation terminal, or vice versa.
4. Except as in par. 5054, travel time is computed under pars. 3025, 5018-C3, 5016-B, and 5012-B.
5. The maximum travel time that may be allowed under this par. is that which would have been allowed under par. 3025-C2 had travel been performed entirely by POC.
6. A member reassigned between activities at the same PDS is allowed no travel time. *See par. 5000 for proximity PCS.*
7. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points that were used to determine the member's travel allowances.

8. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.
9. When POV delivery/pick up is separate from PCS travel, allowable travel time is computed IAW par. 3025-C2.
10. Travel time allowed may differ from the time allowed for per diem computation purposes.
11. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.
2. **Example:** Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control, such as:
 - a. Acts of God,
 - b. Restrictions by Gov't authorities,
 - c. Difficulties in obtaining POC fuel, or
 - d. Other satisfactory reasons.
2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.
3. Per diem is payable for any days additional travel time is authorized.
4. Financial regulations might require an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5014 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy. It is *mandatory policy* for all members to use an available CTO for all official transportation requirements.

B. Reimbursement

1. A member who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 3650.
2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.
3. Reimbursement under this subpar. *is based on the policy constructed airfare.*

4. *If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 2405-B (B-163758, 14 Aug 1975).*

C. Per Diem. Per diem is computed under Ch 5, Part A3b.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the member is authorized per diem under par. Ch 5, Part A3b.

5016 MIXED MODE TRAVEL

A. General

1. Reimbursement. If travel is by mixed modes for a separate journey (par. 3035), reimbursement is determined under par. 5016-A3.

2. Exception. The following is not part of mixed mode travel in a journey:

- a. Travel between the duty station and local transportation terminal, or
- b. Travel between local transportation terminals.

3. Computation

a. Total reimbursement for POC and personally procured commercial travel may be no more than the 'MALT Plus' payable for the entire ordered travel distance less the cost of any Gov't procured transportation used for a portion of the journey.

b. Do not collect excess cost from the member if deducting the cost of the Gov't procured transportation from the 'MALT Plus' results in a negative amount.

Part A: Uniformed Members Only/Sec 2a: Member Travel and Transportation (General)

4. PCS Mixed Modes Example. The rates in this example may not be current. See par. 2025 for the Standard CONUS per diem rate. See par. 2605 for the MALT rate.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
*DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.23/mile		'MALT Plus' per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	
COST FOR ACTUAL TRAVEL:			
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 to 30 Jul	*MALT: 838 miles x \$.23/mile =		*\$192.74
	MALT Plus' per diem: \$129/day x 3 days =		<u>\$ 387.00</u>
Total Actual Cost =			*\$892.99
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1 to 9 Jul	*MALT rate: 2,984 miles x \$.23/mile =		*\$686.32
	MALT Plus' per diem: \$129/day x 9 days =		<u>\$1,161.00</u>
Total Constructed Cost =			*\$1,847.32
*Reimburse to the member the actual cost (\$892.99) NTE the constructed cost (\$1,847.32).			
The member is due:			*\$892.99

B. Mixed Modes Travel Time**1. General.**

a. Authorized travel time for travel by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5018-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

- (2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;
- (3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
- (4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

- (1) Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.
- (2) Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.
- (3) Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

- (1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:
 - (a) Travel at a leave point;
 - (b) Travel at the old/new PDS or TDY station; and
 - (c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

<p>A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles) Chicago to new PDS Ft. Irwin CA (2,094 miles) Ft. Belvoir to Ft. Irwin is 2,627 miles Ft. Belvoir to Chicago is 715 miles</p>
<p>If the member travels by POC the entire trip, travel time is computed using 2,627 miles.</p>
<p>If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.</p>
<p>If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.</p>
<p>If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).</p>

5018 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as provided in pars. 5018-B and 5018-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/ limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part A2a for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and
2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5018-C4) plus applicable per diem; and
3. The applicable allowances in Ch 5, Part A2a for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and
4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5018-A1 or 5018-A3, IAW par. 5354.

B. When only Land Travel Is Involved. Except as in par. 5018-C, a member on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in par. Ch 5, Part A2a for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is Gov't/Gov't procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. Personal travel under par. 5018-A; and
- b. Dependent travel under par. 5082; and
- c. POV delivery to the loading port/VPC for transportation under par. 5354.

2. POC Travel. See par. 5162.

3. Transoceanic Travel Time

- a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.
- b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.
- c. When transoceanic travel is performed by POC, see par. 5162.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't/Gov't procured Transportation Available If Gov't and Gov't procured transportation are both *authorized and available*, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, ***reimbursement for the transoceanic travel is not authorized.***

b. Gov't/Gov't Procured Transportation Not Available

- (1) Gov't/Gov't Procured Transportation Not Available. When Gov't/Gov't procured transportation are not available, the member is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.
- (2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Ships/Aircraft of Foreign Registry. *See par. 3005-F for circumstances when reimbursement is authorized for travel at personal expense on ships/aircraft of foreign registry.*

D. Indirect/Circuitous Travel Reimbursement

1. General. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route (see App A), the member is authorized:

- a. 'MALT Plus' for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
- b. Reimbursement for the cost of transoceanic U.S. certificated transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. certificated transportation used and per diem NTE the cost the Gov't would have incurred for the member's transportation on the direct route if travel by non U.S. certificated carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. certificated carrier was not available on the direct route and documentation stating that a U.S. certificated carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the member would have been authorized under par. 5018-A via the direct route between the old and new PDSs.

3. Transoceanic Travel Directed. If transoceanic travel by Gov't/Gov't procured transportation is directed and the member travels by a different mode, the maximum cost computed under par. 5018-A must be reduced by the unused directed transportation mode cost.

5020 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 4, PART B) IS DIRECTED

A. Mandatory Policy. *It is mandatory policy that all members use an available CTO for all transportation requirements.*

B. Transoceanic Travel

1. When travel is *directed* (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. 5018-C4.

2. *The policy in par. 3220-B allowing reimbursement NTE the directed mode cost does not apply.*

C. Members Traveling Together under an Order Directing No/Limited Reimbursement

1. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order.

2. The TDY per diem rules in Ch 4, Part B, also apply for PCS.

3. This form of travel may be *directed* for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction

1. Each Service may issue regulations permitting AOs to direct use of Gov't transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station.

2. See par. 3220 if the directed transportation mode is not used.

3. When meal tickets are not available and meals and/or lodging are/is required, reimbursement is authorized for occasional meals and lodging under par. 4230.

4. If Gov't/Gov't procured transportation and/or meal tickets are used, the member is authorized reimbursement of reimbursable expenses under Ch 4, Part B and App G.

E. Travel Reimbursement. Unless otherwise prohibited in these regulations, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. ***NOTE: Member transoceanic PCS travel is a notable exception.***

5022 NEW PDS IS A SHIPA. General

1. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded.
2. If the ship is at sea, then the last place departed is the “new PDS rate.”

B. Examples:

1. Example 1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. Example 2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. Example 3. A member travels PCS from USS Enterprise to USS Normandy, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. 5050.

5024 PCS EXAMPLES - ‘LODGING PLUS’ AND ‘MALT PLUS’ PER DIEM

A. Standard CONUS Per Diem Rate. The [Standard CONUS per diem rate](#) used in these examples may not be current. See par. 2025 for the current rate..

B. Examples1. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Member spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for the new PDS is \$46. *MALT rate per authorized POC is \$.23/mile.				
REIMBURSEMENT:				
15 Jul	Per diem: \$115 (\$115 < \$126) + (75% x \$62 = \$46.50) =			\$ 161.50
	*MALT: 114 miles x \$.23/mile =			*\$26.22
16 Jul	Per diem: 75% x \$46 =			\$34.50
	Taxi			\$ 25.00
Total Reimbursement =				*\$247.22
NOTE: MALT & ‘Lodging Plus’ per diem are paid for the same day.				

2. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Member spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
REIMBURSEMENT:				
1 & 2 Aug	\$129/day x 2 days			\$258.00
3 Aug	\$110 + \$42 =			\$152.00
	*805 miles x \$.23/mile =			*\$185.15
4 Aug	75% x \$60 =			\$ 45.00
	Taxi			<u>\$ 20.00</u>
Total Reimbursement =				*\$660.15
NOTE: Though there is another 'MALT Plus' per diem day payable, pay 'Lodging Plus' computed per diem for the night spent at the port.				

3. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends \$75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is \$129 (\$83/ \$46). Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
REIMBURSEMENT:				
1 to 3 Jun	\$129/day x 3 days =			\$387.00
4 Jun	\$75 + \$46 =			\$121.00
	*1,200 miles x \$.23/mile =			*\$276.00
5 to 9 Jun	(\$75 + \$46)/day x 5 days =			\$605.00
10 Jun	\$129/day x 1 day =			\$129.00
	300 miles x \$.23/mile =			<u>\$ 69.00</u>
Total Reimbursement =				*\$1,587.00
NOTE: MALT is paid 4 June; pay 'Lodging Plus' per diem since the member arrived at the TDY location that day.				

4. Example 4

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
REIMBURSEMENT:				
1 to 9 Jul	\$129/day x 3 days =			\$387.00
10 Jul	\$109 + \$46 =			\$155.00
	*1,080 miles x \$.23/mile =			*\$248.40
11 Jul	75% x \$82 =			\$ 61.50
	*120 miles x \$.23/mile =			*\$ 27.60
Total Reimbursement =				*\$879.50
<i>NOTE: Though MALT is paid 11 July, pay 'Lodging Plus' computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.</i>				

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION b: PER DIEM****5094 PER DIEM FOR DEPENDENT TRAVEL****A. General**

1. A member is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel in this Part.
2. Travel time for which per diem may be paid is determined under par. 5012 in the same manner as for a member.
3. A member's travel time and the amount of per diem paid for the member's travel ICW the PCS are not used in computing the per diem for dependent travel in pars. 5094-B and 5094-C.
4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the member is transferred.
5. Per diem is *not* authorized for a dependent for time spent at, or while traveling to/from a TDY location.
6. If the travel origin and/or destination is other than the old/new PDS, per diem is NTE the amount authorized between the old and new PDSs.
7. Par. 4130-G applies when the member/dependent obtains lodging from friends/relatives.

B. Dependent(s) and Member Travel Together

1. Maximum Per Diem Rate. When a member and dependent(s) travel together, the member is authorized per diem for each dependent while traveling, and at delay points at a rate of:
 - a. 75% of the member's per diem rate for each dependent age 12 or older; and
 - b. 50% of the member's per diem rate for each dependent under age 12.
2. Accompanying the Member. When more than one POC is used and a dependent traveling in a POC travels along the same general route, on the same days as the member, the dependent *is accompanying the member*.

C. Dependent(s) Travel Separately

1. Maximum Per Diem Rate. The member is authorized per diem for the dependent traveling separately, as follows:
 - a. One Dependent Traveling Separately. The dependent is authorized the same per diem rate the member would have been authorized for travel (100% per diem).

Part A: Uniformed Members Only/Sec 3b: Dependent Travel and Transportation (Per Diem)

b. Two or More Dependents Traveling Separately. When two or more dependents travel together but separate from the member, the member is authorized per diem at a rate of:

- (1) 100% for one dependent, age 12 or older; and
- (2) 75% for each of the other dependents, age 12 or older, traveling with that dependent; and
- (3) 50% for each dependent under age 12, traveling with that dependent.

2. Not Accompanying the Member. A dependent is *not accompanying the member* when the dependent travels separately from a member on different routes and/or at different times.

D. TDY Involved

1. A member's TDY location is not a delay point for a dependent.
2. Per diem is not authorized for a dependent at a TDY location.

E. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, *except* on embarkation and debarkation days.

F. Examples

1. CONUS to OCONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, and 4 year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$129.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ \$20
REIMBURSEMENT				
1 & 2 Aug	\$290.25 (\$129 member + 96.75 spouse + 64.50 child)/day x 2 days=			\$580.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	\$33.75 (\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	*600 miles x \$.23/mile =			*\$ 138.00
Taxi				\$ 20.00
Total Reimbursement				*\$1,181.75

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2. OCONUS to CONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, 14 year old child and 10 year old child perform PCS travel.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126/ \$62).
 New PDS M&IE is \$46.
 Standard CONUS per diem = \$129.
 MALT & 'Lodging Plus' per diem are paid for the same day.

<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ \$25
REIMBURSEMENT				
15 July	\$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) =			\$146.50
	\$219.75 (\$146.50 x 75%/dependent x 2 dependents ≥ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) =			\$293.00
16 July	\$46 x 75% = (member)			\$ 34.50
	\$51.75 (\$46 x 75% x 75%/dependent x 2 dependents ≥ age 12) + \$17.25 (\$46 x 75% x 50%/dependent < age 12) =			\$ 69.00
	*MALT: 600 miles x \$.23/mile =			*\$ 138.00
	Taxi			<u>\$ 25.00</u>
Total Reimbursement				*\$706.00

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION a: CONUS POV TRANSPORTATION***Effective 1 June 2014***5322 GENERAL****A. POV Transported by the Gov't**

1. POV transportation within CONUS may be authorized for member/dependent(s) use when:
 - a. A change in a ship's homeport is authorized, or
 - b. An eligible member ordered on a PCS between CONUS PDSs:
 - (1) Is physically unable to drive (a dependent's inability to drive does not satisfy this criteria), or
 - (2) There is insufficient time (par. 5012) for the member to drive and report to the PDS as ordered.
2. The remaining provisions in this section do not apply to these circumstances.
3. See Ch 5, Part A6b for allowances for a POV transported by the Gov't for a homeport change and the member is unable to drive.

B. POV Transported by Member

1. An eligible member with dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may be authorized transportation for one POV from the old CONUS PDS to the new CONUS PDS provided that the:
 - a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS,
 - b. Member and dependents then travel at one time in one POC, and
 - c. Gov't's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (see example, par. 5328).
2. The member is financially responsible for all excess costs/additional expenses associated with POV transportation. *If the POV transportation cost exceeds the reimbursement limitation the member is financially responsible for the cost difference to transport the POV.*
3. MALT and cost reimbursement are separately authorized for driving the second vehicle.

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle,

and

2. Must go through the Secretarial Process IAW par. 5154-B.

5326 RESTRICTIONS

A. Unauthorized POV Transportation. A member must not be authorized POV transportation at Gov't expense if the member has:

1. No dependents,
2. No dependents *eligible* for transportation at Gov't expense, or
3. No dependents being relocated incident to the PCS.

B. Commercial Travel at Gov't Expense. A member who is authorized POV transportation is *not authorized* commercial travel at Gov't expense for the member and/or dependents ICW the PCS.

C. Gov't Procured Transportation. The member must personally procure all POV transportation. *Gov't procured transportation is not authorized.*

D. Mileage/MALT. Payment of TDY mileage or MALT is *not authorized* to drop off/pick up the POV ICW transportation.

E. POV Storage. POV storage at Gov't expense is *not authorized* in lieu of POV transportation.

F. POV Left in CONUS While Member is Stationed at an OCONUS PDS. There is no authority to transport a member's POV from a CONUS location at which the member left the POV while stationed overseas, to the new CONUS PDS, unless that POV was stored at Gov't expense because it could not be transported to the OCONUS PDS. See par. 5378.

5328 COST REIMBURSEMENT EXAMPLES

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

A. Example 1. This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.23/mile (\$612.95)=	*\$1,644.95
Spouse	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
1 st Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
TOTAL				*\$3,966.95

Part A: **Uniformed Members Only**/Sec 6a: POV Transportation and Storage
(CONUS POV Transportation)

2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
Spouse	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
1 st Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) =			<u>\$ 774.00</u>
TOTAL				*\$4,837.90

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Reimbursement Limitation to Drive One POC and Transport One POV	
*Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,966.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,837.90 (Step 2) - \$3,966.95 (Step 1) =	<u>\$870.95</u>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$870.95 =	*\$ 629.05

- B. **Example 2.** This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

Member, Member, and 2 Children, Perform Concurrent Travel in One POC (See par. 5164)				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
Member 2	\$129/day x 8 days (\$1,032)			\$ 1,032.00
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			<u>\$ 774.00</u>
TOTAL				*\$ 4,224.95

Part A: **Uniformed Members Only**/Sec 6a: POV Transportation and Storage
(CONUS POV Transportation)

2. **Step 2.** Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
Member 2	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
TOTAL				*\$4,837.90

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Reimbursement Limitation to Drive One POC and Transport One POC	
*Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,224.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,837.90 (Step 2) - \$4,224.95 (Step 1) =	<u>\$612.95</u>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$612.95 =	*\$887.05

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **UNIFORMED MEMBERS ONLY**

SECTION 8: PET QUARANTINE

5426 GENERAL

This Part clarifies pet quarantine reimbursement for PCS moves.

5428 PET QUARANTINE REIMBURSEMENT

Reimbursement for actual mandatory household pet quarantine fees is authorized not to exceed \$550 per PCS move.

5430 GENERAL PET INFORMATION

*A. Gov't Funded Pet Transportation Not Authorized. *Pet transportation for a household pet (defined as a cat or dog) is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS IAW par. 6070.*

B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports.shtml or <http://www.cdc.gov/ncidod/dq/animal/index.htm>

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

D. Contact Information

1. Returning to the U.S. with an Exotic Pet. A traveler who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, 1-800-358-2104 or (703) 358-2104.

2. Obtaining Permits through the FWS. See <http://www.fws.gov/permits/> for obtaining permits through the FWS,3. Traveling Abroad with A Bird. A fact sheet for traveling abroad with your bird is found at <http://www.fws.gov/international/travel-and-trade/traveling-with-your-pet-bird.html>.

4. Convention on International Trade in Endangered Species (CITES). Applications for travel with pet birds and other CITES listed species is found at <http://forms.fws.gov/3-200-46.pdf>.

E. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any cost related to these exclusions is the traveler's financial responsibility. Reimbursement is not authorized.*

*1. TLE or TLA – lodging expense incurred for the member's pet, (e.g., a second hotel room (pars. 5434 and 9150-A)). Adopted from [GSBCA 15843-RELO, 24 July 2002](#).

*2. Kennel/boarding fees (e.g., traveler pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the traveler's residence). Adopted from [GSBCA 16104-RELO, 19 June 2003](#).

*3. Non-transportation and handling pet related expenses (e.g., boarding fees, inoculations, country entry fees, micro-chipping, and examination costs which are necessary to bring a pet to the new PDS). Adopted from [GSBCA 16827-RELO, 14 April 2006](#).

5432 TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When traveler and/or dependent transportation includes a pet shipment, see the **NOTE** in App P1-A6a.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 9: TEMPORARY LODGING****5434 CONUS TEMPORARY LODGING EXPENSE (TLE)**

A. Purpose. TLE is an allowance intended to *partially* pay members for lodging/meal expenses incurred by a member/ dependent(s) while occupying temporary lodging *in CONUS* ICW a PCS.

B. TLE Authorized

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

- a. Before leaving the old CONUS PDS, designated place (App A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;
- b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;
- c. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);
- d. For the elapsed time between PDSs when per diem is not payable;
- e. When the member's PCS order is cancelled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;
- f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.
- *g. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or
- *h Incident to a move when entering active duty to the first PDS.

2. TLE Location. The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place , and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

a. If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- (1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- (2) At a designated place (App A1) en route; and/or
- (3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

b. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- (1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- (2) A designated place en route as described in the 8-day example.

C. TLE Not Authorized. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or
5. On behalf of dependent(s) relocating for personal safety (par. 5106); or
6. When ordered to ITDY, or
- *7. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. 7400.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to 10 days for a member who:
 - a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or
 - b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or
2. OCONUS. TLE reimbursement is limited to 5 days for a member who:
 - a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or
 - b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
 - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. A sudden increase in the number of members assigned to the PDS.

2. TLE Temporarily Increased Locations:

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
NONE		

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by [DoDFMR 7000.14-R, Volume 9](#).

3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

G. Reimbursement

1. Member Married to Member. When both spouses are members:

- a. Each may be reimbursed up to \$290/day, and
- b. Both may not claim the same dependent(s) for TLE on the same days, and
- c. One member may not claim the other member for TLE payment, and
- d. TLE *may be paid*, in addition to TQSE for civilian employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. *Duplicate payment for the same expenses is not authorized.*
- e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

2. Per Diem Rate. The *locality* per diem rate based on the PDS (or designated place , HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

3. Maximum TLE Reimbursement. :

a. General

- (1) A member may be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days ([B-221732, 10 April 1987](#)); and
- (2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and
- (3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

- (1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.
- (2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).
- (3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.
- (4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.
- (5) Availability/non-availability must be documented by the member by one of the following:
 - (a) Confirmation number provided by the Service's lodging registration process; or
 - (b) The date the member attempted to make reservations, and the phone number and name of the billing office PoC; or

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the Gov't Qtrs PoC(s).

4. Reimbursement Example:

- a. A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).
- b. The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).
- c. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
- d. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

5. Reimbursement Computation

- a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary Qtrs	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
 2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).
- b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.
 - c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.
 - d. Step 4: Determine the Applicable Daily Rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. 2025).

1. Member with No Dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$83 = \$53.95
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$53.95 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$83 = \$132.80
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$132.80 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

3. Member Married to Member with 2 Dependents

<p>A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:</p>	
Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$46 = \$46
Lodging	100% x \$83 = \$83
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate)	
M&IE	100% x \$46 = \$46
Lodging	100% x \$83 = \$83
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<p>The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).</p>	

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

<p>A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. <i>NOTE: In this example, each member claims the two dependent children but for different days.</i> The members are authorized TLE, computed as follows:</p>	
Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.26 \$186.25/day x 10 days = 1,862.50
<p>The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).</p>	

5. Member with a Spouse and 2 Dependent Children

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that Gov't Qtrs are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 \$290/day x 2 days = \$580
NEW PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
The member is authorized a total of \$1,531.60 (\$580 + \$951.60) for TLE.	

6. Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS

A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$132 (\$86/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 65% x \$83.00 = \$53.95	100% x \$46.00 = \$46.00 100% x \$86.00 = \$86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$53.95 \$52.00	\$60.00 vs. \$86.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$52 = 81.90	\$46.00 + \$60.00 = 106.00
Combined Total:	\$81.90 + \$106.00 = \$187.90	
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$187.90.	\$290.00 vs. \$187.90 \$187.90/day x 10 days = \$1,879.00	

7. Member with Spouse and 3 Dependent Children (2 Rooms Occupied)

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

I. Funds Advance

1. General. An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS.
2. CONUS Advance. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS.
3. OCONUS Advance. The advance is limited to the maximum amount for 5 days if the new PDS is OCONUS.

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

TLA is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **UNIFORMED MEMBERS ONLY**

SECTION 10: DISLOCATION ALLOWANCE (DLA)

5438 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household:

1. On a PCS,
2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or
3. Incident to an evacuation (pars. 6060 and 6115).

This allowance is in addition to all other allowances authorized in the JTR and may be paid in advance ([37 USC §477](#)).

5440 DEFINITION OF TERMS

A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.
2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service ([63 Comp. Gen. 55 \(1983\)](#)).

B. Member without Dependent(s). As used in this Part, "member without dependent(s)" means a member who:

1. Has no dependent(s);
2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or
3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS ([59 Comp. Gen. 376 \(1980\)](#)).

5442 DLA AUTHORIZED

A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

1. Relocates ICW a PCS,
2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),
3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or
4. As otherwise authorized in this Part.

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or
2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

C. Household Relocation Incident to Alert Notification. A member with dependent(s),

1. Who relocates the household incident to an official alert notification,
2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. ***This does not include moves to or from privatized housing.***

F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense ([42 Comp. Gen. 460 \(1963\)](#)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.
2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.
3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.
4. The designated representative may not re-delegate this authority.
5. DLA is payable for proximity moves performed under an ITDY order. *See 37 USC §476(e) and 37 USC §477.*

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.
2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.
3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.
2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and
2. Transferred with no break in service from one Service to another under the authority of 10 USC 716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.
2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.
 - a. No more than two DLAs are authorized.
 - b. In this situation only, the amount of the second DLA paid is taken from Table U5G-2.
 - c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA ([73 Comp. Gen. 6 \(1993\)](#)) if the member:

1. Has no dependent (***NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.***), and
2. Is assigned to permanent duty aboard a ship, and
3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and
4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.

2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.

3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances ([10 USC §2687\(e\)\(3\)](#)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs. A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,
2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. *Have no dependents,*
2. Are assigned simultaneously to permanent duty aboard ship(s),
3. Elect not to occupy assigned shipboard Qtrs , and
4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See [73 Comp. Gen. 6 \(1993\)](#).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

5444 DLA NOT AUTHORIZED

DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.)***;
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 through 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or
6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.

7. For a Selected Reserve member authorized limited PCS allowances from home to duty station IAW par. 7400.

5446 PARTIAL DLA ELIGIBILITY

*A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of \$708.86 (effective 1 January 2015) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,
2. Renovation, or
3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;
2. Incident to PCS;
3. Change in family size or bedroom requirement for the member's convenience including promotion;
4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);
5. Pending divorce or family separation;
6. Due to the member's misconduct; or
7. From privatized housing to privatized housing.

5448 DETERMINING AMOUNT PAYABLE

A. General. DLA:

1. Rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. 5442-K only).
2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.
2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

- A. General. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year.
- B. Exceptions
1. The one DLA per fiscal year limitation does not apply to partial DLA.
 2. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year, unless the:
 - a. The Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.
 - (1) Army, Navy, Air Force, Marine Corps
 - (a) General. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.
 - (b) Army. OUSD (P&R) Memo of 18 April 2012 temporarily allows the approval level to be set at the O-6 level when serving in the capacity of Directors of the Enlisted and Officer Personnel Management Directorates of the Army Human Resources Command effective 18 April 2012 and expiring on 18 April 2014.
 - (c) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized;
 - (d) NOAA Corps. Delegation is to the Director of the NOAA Corps only.
 - (e) Exceptional Family Member Program (EFMP). Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.
 - b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
 - c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);
 - d. Movement of a member's household is made ICW a national emergency or in time of war;
 - e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;
 - f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or
 - g. Member's dependents relocate incident to the member being assigned to ITDY (par. 4920).

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. **Example:** PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

5452 DLA RATES

*A. Primary DLA Rates

PRIMARY DLA RATES		
*Table 5G-1		
*Effective 1 January 2015		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,667.21	\$4,514.29
O-9	\$3,667.21	\$4,514.29
O-8	\$3,667.21	\$4,514.29
O-7	\$3,667.21	\$4,514.29
O-6	\$3,364.37	\$4,064.71
O-5	\$3,240.32	\$3,917.97
O-4	\$3,002.85	\$3,453.76
O-3	\$2,406.54	\$2,857.40
O-2	\$1,908.97	\$2,439.89
O-1	\$1,607.48	\$2,181.12
O-3E	\$2,598.64	\$3,070.86
O-2E	\$2,209.12	\$2,770.74
O-1E	\$1,899.63	\$2,559.96
W-5	\$3,050.86	\$3,333.69
W-4	\$2,709.36	\$3,056.23
W-3	\$2,277.16	\$2,800.08
W-2	\$2,022.38	\$2,575.96
W-1	\$1,692.84	\$2,227.82
E-9	\$2,225.15	\$2,933.49
E-8	\$2,042.36	\$2,704.05
E-7	\$1,744.90	\$2,510.61
E-6	\$1,579.45	\$2,319.83
E-5	\$1,456.73	\$2,086.38
E-4	\$1,267.30	\$2,086.38
E-3	\$1,243.29	\$2,086.38
E-2	\$1,009.85	\$2,086.38
E-1	\$900.49	\$2,086.38

*B. Secondary DLA Rates. *These rates are only payable when a second DLA is paid IAW par. 5442-K.*

SECONDARY DLA RATES		
*Table 5G-2		
*Effective 1 January 2015		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$2,933.75	\$3,611.43
O-9	\$2,933.75	\$3,611.43
O-8	\$2,933.75	\$3,611.43
O-7	\$2,933.75	\$3,611.43
O-6	\$2,691.54	\$3,251.80
O-5	\$2,592.25	\$3,134.38
O-4	\$2,402.30	\$2,763.02
O-3	\$1,925.23	\$2,285.96
O-2	\$1,527.16	\$1,951.93
O-1	\$1,285.97	\$1,744.90
O-3E	\$2,078.93	\$2,456.70
O-2E	\$1,767.29	\$2,216.58
O-1E	\$1,519.72	\$2,047.98
W-5	\$2,440.69	\$2,666.92
W-4	\$2,167.50	\$2,444.98
W-3	\$1,821.73	\$2,240.08
W-2	\$1,617.88	\$2,060.76
W-1	\$1,354.30	\$1,782.23
E-9	\$1,780.11	\$2,346.82
E-8	\$1,633.90	\$2,163.23
E-7	\$1,395.88	\$2,008.50
E-6	\$1,263.58	\$1,855.86
E-5	\$1,165.41	\$1,669.11
E-4	\$1,013.86	\$1,669.11
E-3	\$994.63	\$1,669.11
E-2	\$807.87	\$1,669.11
E-1	\$720.37	\$1,669.11

C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED					
Table U5G-3					
Neither Member Has A Dependent					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without-dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	
3			separate dwellings	the same dwelling 3/	each member at the "without-dependent" rate. 4/
4				separate dwellings 2/, 3/	
One Member Has Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	
7			separate dwellings	the same dwelling 3/	each member(at the "without-dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
8				separate dwellings 2/, 3/	
Both Members Have Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. 1/
10				separate dwellings 2/	
11			separate dwellings	the same dwelling	each member at the "with-dependent" rate.
12				separate dwellings 2/	

1/ The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member ([B-191742, 1 August 1978](#) and [DOHA Case 96110801, 26 June 1997](#)):

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs . Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs . Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

4/ Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs .

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **CIVILIAN EMPLOYEES ONLY**

SECTION 1: GENERAL

5500 SCOPE

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

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in service (see App A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
- *9. U.S. Postal Service employee transferred under [39 USC §1006](#) to a DoD Component ([FTR §302-1.2\(a\)\(2\)](#) & [5 USC §5734](#)). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

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

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
 - a. Each as an employee separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
 - b. Only one as an employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.

*2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

- *a. An election under par. 5500-B1 must be in writing and signed by all affected employees.
- *b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member

1. An employee is authorized PCS allowances when transferred in the Gov't's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place.
2. *The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*
- *3. For duplicate payments, see pars. 5818-F3 and 5780.

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

5502 ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General

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

2. DoD Component Responsibility

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

B. PCS Allowance Eligibility

- *1. When a PCS is authorized IAW App I, Part 1, par. A, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of “Gov’t’s interest” are:
 - a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:
 - (1) RIF,
 - (2) Transfer of function,
 - (3) DoD Component career development program,
 - (4) DoD Component directed placement); or
 - (5) The transfer is in the Gov’t’s interest.
 - b. PCS Moves Not in the Gov’t’s Interest
 - (1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee’s convenience and benefit.
 - (2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee’s interest, not in the Gov’t’s interest, and that the Gov’t does not pay the PCS expenses.
 - c. PCS Allowances Payment/Nonpayment Notification
 - (1) PCS Allowances Determination
 - (a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov’t’s interest to pay PCS allowances.
 - (b) This information should be provided during the advertisement period.
 - (c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.
 - (2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***
 - (3) Payment/Nonpayment Determination,
 - (a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.
 - (b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.
 - (c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

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

2. Exceptions

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

* (1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),

(2) ICW a DoD Component directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

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

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

(1) The proposed transfer is in the Gov't's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

5504 ELIGIBILITY AND ALLOWANCE TABLES

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.

2. Does **not** include eligibility for:

a. Emergency evacuation, or

b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov't's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.

2. FTR refers to the Federal Travel Regulation.

3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

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

Footnotes:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.

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

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).

4 -- Advance allowed if not shipped via a Gov't-arranged move.

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

6 -- RESERVED.

7 -- The Gov't must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.

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

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
*1. Transportation of employee & immediate family member(s) (par. 5558) (FTR, Part 302-4). *2. Per diem for employee only (par. 5592) (FTR, Part 302-4). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, §302-10.2) ² .	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9) ³ .

Footnotes

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

2 -- Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

3 -- POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
<u>Column 1</u>	<u>Column 2</u>
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
*1. Transportation of employee & immediate family member(s) Ch 5 Part B) (FTR, Part 302-4). *2. Per diem employee only (par. 5592) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

Footnote 1

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

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4	
TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) (FTR, Part 302-11). 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8). ¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10). 7. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) (FTR, Part 302-5). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6). 3. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 4. Relocation service company use (Ch 5, Part B) (FTR, Part 302-12). 5. Property management service use (Ch 5, Part B) (FTR, Part 302-15). 6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302-14).

Footnote 1. Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5 TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or not pay <i>when the DoD Component authorizes PCS allowances.</i>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8). 5. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17) ¹ ..	1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B (FTR, Part 302-15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302-12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302-14).

Footnote 1. Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6	
TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16). 3. Sell & buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (FTR, Part 302-11)¹. 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (FTR, Part 302-8). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.¹

Footnote 1. Allowed when:

- a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
- b. When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 3. MEA (Ch 5, Part B) (FTR, Part 302-16). 4. NTS (extended storage) of HHG (par. 5312) (FTR, Part 302-8). 5. RIT (Ch 5, Part B) (FTR, Part 302-17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. Property management services (Ch 5, Part B) (FTR, Part 302-15). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302-6) ¹ .

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Per diem for employee only (par. 5108) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9 LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (par. 5110) (FTR, §302-3.304)	
<u>Column 1</u> Relocation allowances that DoD Component must pay or reimburse	<u>Column 2</u> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Per diem for the employee only (Ch 5, Part B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10 TEMPORARY CHANGE OF STATION (TCS) (Ch 5, Part B) (FTR, §302-3.400)	
<u>Column 1</u> Relocation allowances that DoD Component must pay or reimburse	<u>Column 2</u> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA (Ch 5, Part B) (FTR, Part 302-16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10). 5. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17).	1. HHT expenses (Ch 5, Part B) (FTR, Part 302-5). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6). 3. Property management services (Ch 5, Part B) (FTR, Part 302-15).

M. Table 11: Assignment under the Gov't Employees Training Act

TABLE 11 ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109)¹ (par. 4955)
*1. Transportation of employee & immediate family member(s) (Ch 4, Part K) (FTR, Part 302-4).
*2. Per diem for the employee (Ch 4, Part K) (FTR, Part 302-4).
*3. Movement of HHG & SIT (Ch 5, Part B) (FTR, Part 302-7).

Footnote 1. The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

5506 PCS ORDER ([FTR §302-2.102, §302-2.103, §302- 2.104](#))

When Gov't-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.
- *2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD Component regulations (par. 5578-A),
3. An appointee/employee should not incur PCS expenses until the written order has been received,
4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.
- *5. See par. 5558 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method ([FTR §302-7.105/106](#))

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.
2. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
 - a. Origin and destination;
 - b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and
 - c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) ([FTR §302-8.4](#)). An advance *is not authorized* for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) ([FTR §302-6.15](#))

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.
2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.
3. The maximum TQSE period is:
 - a. 120 days for TQSE(AE), and
 - b. 30 days for TQSE(LS).

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

E. POV Transportation and Emergency Storage ([FTR §302-9.11](#)). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

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

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

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare.

*B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.

2. A reasonable advance notice period should not be less than 30 days except when:
 - a. The employee and both the losing/gaining agencies agree on a shorter period;
 - b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
 - c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and
- *2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A) apply for payment/reimbursement purposes.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.
2. A new appointee is in a duty status while traveling to the first PDS.
3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#), Permanent Change of Duty Station (PCS).
4. See App A for definitions of "Different (or Separate) Departments and Agencies," "DoD Component," "Foreign OCONUS Area/Country," and "OCONUS".

B. Movement between Different Departments and Agencies or DoD Components ([FTR §302-2.105](#))

1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.
 - *2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.
3. Reduction in Force (RIF)/Transfer of Functions ([FTR §302-2.105](#))
 - a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.
 - b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.
 - c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)

*a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.

b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.

c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

*a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.

*b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

a. When an employee transfers from an OCONUS to a CONUS activity, the losing activity must pay employee and dependent transportation costs.

b. Transportation costs include per diem and HHG/POV transportation to the employee's:

(1) Actual residence, or

(2) CONUS activity, NTE the cost to the employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:

(1) HHG/POV to the new PDS,

(2) MEA, and

(3) Real estate allowances (if the employee is eligible),

d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

(1) Employee who completes the prescribed tour of duty under the current service agreement;

(2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;

(3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and

- * (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.
- *5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.
6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.
7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)
- Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.
 - Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

- Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
- Separation before Travel Begins. When an employee:
 - Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.
 - Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).
- Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
 - When an employee under an agreement:
 - Returns to the actual residence/allowable alternate destination in the U.S. for separation, and
 - After arrival at the destination is employed by another DoD Component without a break in service,The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.
 - *b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).
- Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.
2. The employee may request a travel and transportation allowance extension.
- *3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.
- *4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:
 - a. Married to an employee, or
 - b. Married to a uniformed member, or
 - c. Whose domestic partner is an employee/uniformed member

when each is traveling under a separate order between PDSs,

2. See pars. 1030 and 2000 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date, except that the 1-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and
3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.
2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
 - a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
 - b. Residence construction/ renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

*A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

- *1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),
- *2. Per diem for the employee and dependents (par. 5592-F for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS (NTS is *not authorized for CONUS to CONUS transfers* unless it is to a *designated isolated CONUS PDS*),,
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

*B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.
2. May not be reduced/changed by the employing activity ([55 Comp. Gen. 613 \(1976\)](#)).

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

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

5522 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

*B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

*C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

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

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION****SUBSECTION a: GENERAL****5524 TRAVEL AND TRANSPORTATION OPTIONS**

An employee may elect to:

1. Travel by POC,
2. Procure common carrier transportation, or
3. Be provided transportation in kind.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 3025.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.
2. **Example:** Official distance travel is 1,500 miles. The employee is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The employee is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:
 - a. Acts of God,
 - b. Restrictions by Gov't authorities,
 - c. Difficulties in obtaining POC fuel, or
 - d. Other satisfactory reasons.
2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.
3. Per diem is payable for any days additional travel time is authorized.
4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy. It is *mandatory policy* for all employees to use an available CTO for all official transportation requirements.

B. Reimbursement

1. An employee who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 7815.
2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.
3. Reimbursement under this subpar. *is based on the policy constructed airfare*.
4. *If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 2405-B ([B-163758, 14 Aug 1975](#)).*

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.
2. Authorization. When POC use is authorized/approved for all PDT travel, and the employee modifies transportation using POC and common carrier (par. 4765), the employee is authorized:
 - a. The MALT rate for the distance traveled by POC;
 - b. The common carrier cost; and
 - c. Per diem for actual travel time.

3. PCS Mixed Modes Example

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
*DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.23/mile		‘MALT Plus’ per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	
COST FOR ACTUAL TRAVEL:			
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 to 30 Jul	*MALT: 838 miles x \$.23/mile =		*\$192.74
	MALT Plus’ per diem: \$129/day x 3 days =		\$ 387.00
Total Actual Cost =			*\$892.99
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1 to 9 Jul	*MALT rate: 2,984 miles x \$.23/mile =		*\$686.32
	MALT Plus’ per diem: \$129/day x 9 days =		\$1,161.00
Total Constructed Cost =			*\$1,847.32
*Reimburse to the employee the actual cost (\$892.99) NTE the constructed cost (\$1,847.32).			
The employee is due:			*\$892.99

B. Mixed Modes Travel Time1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; employee travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; employee travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; employee travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

An employee travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)
 Miami to leave location Chicago, IL (1,392 miles)
 Chicago to new PDS Ft. Irwin CA (2,094 miles)
 Ft. Belvoir to Ft. Irwin is 2,627 miles
 Ft. Belvoir to Chicago is 715 miles

If the employee travels by POC the entire trip, travel time is computed using 2,627 miles.

If the employee travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the employee travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the employee travels by air from Ft. Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft. Irwin by air, use the distance 1,392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and
2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5532-C4) plus applicable per diem; and
3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and
4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
 - a. Personal travel under par. 5532-A, and
 - b. Dependent travel under par. 5588, and
 - c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POC Travel. See par. 5612.
3. Transoceanic Travel Time
 - a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.
 - b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.
 - c. When transoceanic travel is performed by POC, see par. 5612.
4. Transoceanic Transportation Reimbursement Costs
 - a. Gov't procured Transportation Available. If Gov't procured transportation is *authorized and available*, the employee is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available.
 - b. Gov't Procured Transportation Not Available
 - (1) Gov't Procured Transportation Not Available. When Gov't procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.
 - (2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.
 - c. Travel by Ships/Aircraft of Foreign Registry. See par. 3005-F for circumstances when reimbursement is authorized for travel at personal expense on ships/aircraft of foreign registry.

D. Indirect/Circuitous Travel Reimbursement

1. General. When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:
 - a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;
 - b. Reimbursement for the cost of transoceanic U.S. certificated transportation used and per diem; and
 - c. Reimbursement for transoceanic non U.S. certificated transportation used and per diem NTE the cost the Gov't would have incurred for the employee's transportation on the direct route if travel by non U.S. certificated carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. certificated carrier was not available on the direct route and documentation stating that a U.S. certificated carrier was not available on the circuitous route.
2. Reimbursement Limitation. Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 4: POC USE ON PERMANENT DUTY TRAVEL****5604 POC USE****A. Use of One or Two POCs**

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT (par. 2605-B) when travel is performed.
2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used and car ferry fees for each POC.
3. Except when using more than two POCs (par. 5210-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POCs.
4. The employee may be reimbursed for use of two POCs, by dependents, only if the employee travels by other than POC.
5. The employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.
6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC.

B. Use of More than Two POCs ([FTR §302-4.500](#) and [302-4.700d](#))

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved through the Secretarial Process.
2. Examples of When More than Two POCs Are Routinely Authorized/Approved
 - a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;
 - b. Because of age/physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members.
 - c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC.
 - d. Dependents perform unaccompanied travel:
 - (1) Between authorized points other than those for the employee's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route);or
 - (2) To the new PDS in advance of the employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POC.

e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried).

f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. **Example:** An employee, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

3. MALT and Ferry Fares

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. **Example:** The employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the employee makes a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. 5210-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See App I, Part II for travel order policy.

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. 2605) is determined by the official distance for the PDT.

B. Authorized Employee(s)

1. An authorized employee is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/civilian employee travels as an authorized employee in the same POC, only the authorized employee incurring expenses is authorized MALT for the official distance.

3. The employee who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. **Example 1:** An employee married to employee couple, each on a PCS order, and their two children travel together in one POC. One employee is paid MALT for the official distance and all reimbursable expenses.

b. **Example 2:** Three unrelated employees, each on a PCS order, travel together in one POC between two PDS locations. The employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to Gov't civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the Gov't civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.
2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.
4. An employee may be eligible to submit a claim for POC repairs used for official travel, using Service procedures, under [31 USC §3721](#).

5608 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

for the most direct route.

B. Employee Driven to the Transportation Terminal. If a family member drives the employee to and/or from the transportation terminal, it is presumed that the employee incurs the expense.

5610 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5612 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't's advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodgings plus basis for the employee/dependent(s) for the official distance involved.
2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non capacity controlled city pair airfare.
2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

5614 AUTOMOBILE USE ([FTR Part 302-4](#))

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel, or
3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. 2605.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate in par. 2600.

D. Travel Time. See par. 3025-C2.

E. Reimbursement Computation. See par. 4280.

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVATELY-OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. 3025-C2.

C. Reimbursement Computation. See par. 4280.

5622 PRIVATELY OWNED BOAT

See **TRANSOCEANIC TRAVEL BY POC**, par. 5532-C2b.

5624 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.
2. The [per diem](#)/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.
3. See par. 2605-B for current MALT rates.
4. See par. 2025-C for the current [Standard CONUS per diem rate](#)
5. The per diem is as computed in pars. 5592 and 3025-C2, and examples in par. 4280.

B. Reimbursement Computation Example for One Car1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
*1. POC travel reimbursement is based on 2,826 miles x \$.23/mile (par. 2605-B). 2,826 miles x \$.23/mile = \$649.98.	*\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	+ 10.00
7. TOTAL REIMBURSEMENT	*\$2,122.48

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
*1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.23/mile. See par. 2605-B. 2,826 miles x \$.23/mile = \$649.98.	*\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/employee). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. TOTAL REIMBURSEMENT	*\$2,389.98
*Total reimbursement to employee 1 is \$649.98 + \$650 + \$10 = \$1,309.98	
Total reimbursement to employee 2 is \$720 + \$360 = \$1,080	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025.	
*1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.23/mile, par. 2605-B. 2,826 miles x \$.23/mile =	*\$649.98
*2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.23/mile, par. 2600-A. 2,826 miles x \$.23/mile =	*\$649.98
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT	*\$2,772.46

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
*866 miles x \$.23/mile (employee only) =	*\$199.18
*866 miles x \$.23/mile (spouse and 2 children) =	* \$199.18
TOTAL MALT PAYABLE FOR POC TRAVEL	*\$398.36
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

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CHAPTER 6: EVACUATIONS**PART A: **UNIFORMED MEMBERS ONLY******SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION f: MISCELLANEOUS ALLOWANCES****6045 STATION ALLOWANCES AND OHA/FSH**

See pars. 9215 and 10426 for authority to continue station allowances (COLA & TLA) and housing allowances (OHA/FSH) for a member serving in an area from which a dependent is evacuated.

6050 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. 10426 for BAH continuation for a member serving at a PDS in Alaska or Hawaii from which a command-sponsored dependent is evacuated, and BAH authority when a command-sponsored dependent establishes a permanent residence at a designated place in the United States following an evacuation from an OCONUS location.

6055 FAMILY SEPARATION HOUSING (FSH)

For FSH ICW a dependent's evacuation, see par. 10426 for a DOD member, [COMDTINST M7220.29](#) (Series), "U.S. Coast Guard Pay Manual", Chapter 3 (for a Coast Guard member) and Service pay regulations for a NOAA Corps or USPHS member.

6060 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When a command-sponsored dependent is evacuated to a designated place under par. 6020, a DLA (see Table 5G-1) is payable. DLA is also payable when return travel for a command-sponsored dependent is authorized under par. 6035-E from the designated place to the member's PDS. *A DLA is not payable incident to relocation of a dependent to a safe haven.* The prohibition in par. 5450 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation. *A member is not authorized a DLA on behalf of a non-command-sponsored dependent.*

6065 CONUS COLA

For authority for CONUS COLA during an evacuation, see par. 8036.

6070 PET TRANSPORTATION AND QUARANTINE

*A. General. A member is authorized transportation and quarantine for up to two household pets (defined as a cat or dog) incident to an evacuation from a foreign PDS.

B. Pet Transportation. A member is authorized transportation to and from the safe haven location and/or to a designated place incident to an evacuation from a foreign PDS for up to two household pets the member owned at the evacuated foreign PDS. The member may be reimbursed up to the constructed cost to the Gov't for transporting the pets.

C. Pet Quarantine. The member may be reimbursed quarantine fees for up to two household pets transported from the evacuated foreign location.

*D. Restrictions. A member traveling on a separation/retirement order is not authorized reimbursement for pet transportation and/or quarantine.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART A: TRAVEL ICW LEAVE****SECTION 9: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE****7060 COT LEAVE (UNIFORMED MEMBERS ONLY)****A. Authority**

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Part A for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. 4780, and Ch 3, Part D.
3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same PDS (see App A1 definition of IPCOT), or
 - b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](#),
2. **Military Personnel Assignments.** For procedures for Military Personnel Assignments see (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
3. **COT Requirements for Alaska or Hawai'i PDS.** See [DoDI 1315.18](#), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.
4. **FEML Location PDS.** When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see App A1, except a child described in item 8 of the definition) on the:
 - a. Last day of the member's first tour at the old OCONUS PDS; or
 - b. Member's PCS order effective date to the new OCONUS PDS; and
2. Is command sponsored for both tours;
3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and

4. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command sponsored dependent born during a COT leave deferral period.

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares **are authorized**.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

- a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- b. From the old to the new OCONUS PDSs via an authorized destination; or
- c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. 7060-E3.

2. Authorized Destination

- a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
- b. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***
- c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.
- d. Examples. ***Costs in these examples are not actual costs and are used for illustration only.***

- (1) Example 1

Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.	
The policy constructed airfare (App A1) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City pair airfare to/from CONUS Location B:	\$1,400
Least expensive policy constructed airfare to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.	

(2) Example 2

Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city pair airfare to/from CONUS Location B:	\$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B (\$840) NTE the \$980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place IAW par. 5052.

5. Temporarily Absent from the PDS. Pars. 5042-A, 5044 (member) and 5090 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under [DoDI 1327.06](#), a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the member, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in Gov't's interest.

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

a. Member Directed to Use Available Gov't/Gov't Procured Transportation. An eligible member, directed to use available Gov't/Gov't procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. **Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.**

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. 1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. 5020-B.	

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't/Gov't procured transportation cost, as appropriate, for the official distance (see par. 5014-A). ***This should almost never occur since CTO use is mandatory for all official travel.***

Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
Gov't procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The member is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use Gov't air transportation IAW par. 5082-A.</i>	

c. POC Use. When the Service authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed Gov't city pair airfare cost =	\$1,924.63
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.23/mile =	*\$ 704.49
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$129/day =	\$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =	\$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	\$ 580.50
Total actual amount =	*\$ 3,316.74
In this example, the city pair airfare to the CONUS HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of \$599/person if the Service did not authorize/approve POC use.	
*The member is financially responsible for the additional cost (\$3,316.74 - \$1,924.63) of \$1,392.11.	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. 7060-F1c.	

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	\$ 70.00
Total constructed Gov't city pair airfare cost =	\$4,040.88
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.23/mile =	*\$704.49
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$129/day = \$1,161
Member's authorized per diem =	\$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$580.50/child x 2 children =	\$ 1,161.00
Total actual amount =	*\$3,897.24
*In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of \$3,897.24. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. 7060-F1c).	

2. Travel Status. A member is in a travel status (see par. 2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. 7060 if a member elects:

- a. 15 days leave and transportation, under par. 7030, or
- b. Either of two other options available in lieu of transportation under par. 7030, (i.e., cash, or 30 days leave without funded transportation. See [DoDI 1327.06](#)).

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART D: TRAVEL OF AN ESCORT OR ATTENDANT****SECTION 2: NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER****UNIFORMED MEMBERS ONLY**

NOTE: Cadets/midshipmen are not eligible for non-medical attendant allowances.

7205 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

A. General. A Uniformed Service member covered by par. 7205 is a member who:

1. As a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and
2. Is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. Non-Medical Attendant. A non-medical attendant is an individual who is:

1. Designated by the member to be a non-medical attendant for the member, and
2. Determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

Effective 6 January 2015

*C. Regulatory Authority

*1. General

*a. A non-medical attendant of a member described in par. 7205-A may be provided transportation and per diem under par. 7205 as determined by appropriate authority (see par. 7205-B2).

*b. A non-medical attendant under par. 7205 may not also be a designated individual under par. 7315-B.

c. The Secretarial Process may authorize/approve transportation and per diem for more than one non-medical attendant in extenuating circumstances.

d. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

*e. Per Diem authority must not exceed 30 days unless an extension is authorized/approved. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long term TDY flat rate per diem in par. 4250 does not apply.

*2. Applicability

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: A Gov't civilian employee is authorized the TDY travel and transportation allowances

in the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. 7205-D, 7205-E and 7205-F.

D. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the designated individual's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the Gov't-procured commercial round-trip air travel cost. Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7205-D is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of Gov't-procured commercial air travel between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7205-D1c.

2. Other Trips. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. 2805). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. Per Diem

1. General. When a non-medical attendant is authorized a round-trip to and from a medical facility at Gov't expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7205-E.*

2. Non-medical Attendant Resides at PDS. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. 2805 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7220 may be reimbursed. Receipt requirements are the same as those in par. 2710.

G. Funds Advance. An allowance under par. 7205 may be paid in advance (see par. 2300).

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART D: TRAVEL OF AN ESCORT OR ATTENDANT

SECTION 3: CIVILIAN ESCORTS AND ATTENDANTS

CIVILIAN EMPLOYEES ONLY

7210 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 par. 7105, 5152-D, 7260, 6020, or 6090, is authorized round trip travel and transportation allowances.
2. The escorting employee must have a TDY travel order.
3. Par. 7210 must be cited as authority on the travel order authorizing an escort to perform necessary travel IAW par. 7215.
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. 7210 may be paid in advance IAW the DoD Component's policy.

7215 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 par. 7105, is authorized round trip travel and transportation allowances.
2. The attending employee must have a TDY travel order.
3. Par. 7215 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW par. 7105.
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 par. 7190.

D. Funds Advance. Travel and transportation allowances authorized by par. 7175 may be paid in advance IAW the DoD Component's policy.

7220 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 par. 7100, is authorized round trip travel and transportation allowances.

2. The attending employee must have a TDY travel order.

3. Par. 7220 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW par. 7100.

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. 7095-C and 7095-D. See par. 7100.

D. Funds Advance. Travel and transportation allowances authorized by par. 7220 may be paid in advance IAW the DoD Component's policy.

7225 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 (par. 7080-A), is authorized round trip travel and transportation allowances.

2. The escorting/attending employee must have a TDY travel order.

3. Par. 7225 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 par. 7075-D3.

D. Funds Advance. Travel and transportation allowances authorized by par. 7225 may be paid in advance IAW the DoD Component's policy.

7230 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 (par. 7085-A) or an attendant authorized under par. 7205, is authorized round trip travel and transportation allowances. See par. 7075-C.

2. The escorting/attending employee must have a TDY travel order.

3. Par. 7230 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 JTR, pars. 7075-D3 and 7205-C2c.

D. Funds Advance. Travel and transportation allowances authorized by par. 7230 may be paid in advance IAW the DoD Component's policy.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART H: TRAVEL ICW A WOUNDED/ILL MEMBER****SECTION 1: **UNIFORMED MEMBERS ONLY****

NOTE: *Cadets/midshipmen are not eligible for designated individual transportation.*

7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER

A. General. Ordinarily, not more than three designated individuals (see par. 7315-B) of a member described in par. 7315-A1 or 7315-A2 may be provided transportation and per diem under par. 7315 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

*b. Hospitalized as Result of Combat Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. 7315-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long term TDY flat rate per diem in par. 4250 does not apply.

2. RC Member Entitled to Disability Pay and Allowances. Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

[DoDFMR, Volume 7A, paragraph 570604, and table 57-3](#) or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member.

3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: A Gov't civilian employee is authorized the TDY travel and transportation allowances in regulations used by the agency/department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. 7315-C, 7315-D and 7315-E.

2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem –this number is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. 7200. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

C. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);

c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7300-C1b is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7315-C1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. 7200. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

D. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at Gov't expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7314-D.*

E. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7315 may be reimbursed. Receipt requirements are the same as those in par. 2710.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART K: RESERVE COMPONENT (RC) TRAVEL

UNIFORMED MEMBERS ONLY

7355 ACTIVE DUTY WITH PAY ([48 Comp. Gen. 301 \(1968\)](#))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility/mess are unavailable.

b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:
 - a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
 - b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
 - c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available; or
 - d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).
2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

- a. An RC member performing ADT, who is not authorized per diem/AEA, may be:
 - (1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or
 - (2) Provided lodging in kind.
- b. ***Reimbursement for other than service charges for Gov't Qtrs use (App A) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:
 - a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***
 - b. As directed in the order:
 - (1) Return to the place the order is received/addressed, ***or***
 - (2) Proceed to the new PDS, ***or***
 - (3) Return to the place the order is received/addressed and then proceed to the new PDS.
2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

- a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days **at any one location** (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.
- b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

- a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. 7355-B or par. 7355-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

- b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

- a. 180 or Fewer Days

- (1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days **at any one location** (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.
- (2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

- b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days **at any one location**.). This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. 7355-B or 7355-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

- (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or
- (b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

7360 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).

7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the :

- (1) Training duty station,
- (2) Drill site,
- (3) Assigned unit city/town location,
- (4) Local area of the assigned unit or home, or

b. Travel between home and the:

- (1) Assigned unit (except in par. 7365),
- (2) Unit training assembly place, or
- (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

***Example 1:** A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

***Example 2:** A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

***Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
2. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.
2. An RC member who occupies transient Gov't housing (while performing IDT *without*)
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
3. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

7375 SROTC MEMBER

A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under [10 USC §2104](#) and [10 USC §2107](#).

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:
 - a. For medical/other examinations,
 - b. To observe military functions/operations, or
 - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

- (1) Home and the nearest appropriate public transportation terminal, and
- (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't-procured transportation plus Gov't-supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under [10 USC 2104 \(53 Comp. Gen. 957 \(1974\)\)](#).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.

b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.

c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at-sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.

b. For par. 7375-C, a Gov't dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.

c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) and [10 USC §2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

7385 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

7390 COLA AND HOUSING ALLOWANCES

- A. COLA. See par. 9145.
- B. Housing Allowances. See par. 10428.

7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, ‘outside the local commuting distance’ is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)).

1. Transportation

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.
- b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

a. Meals. The actual cost of the member’s meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

- (1) The actual cost of the member’s lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.
- (2) The locality per diem [lodging](#) ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).
- (3) The locality per diem [lodging](#) ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

Effective 2 August 2013

7400 SELECTED RESERVE LIMITED PCS ALLOWANCES

A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
 - a. During the preceding three years,
 - b. Between 1 October 2012 and 31 December 2018, and
 - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.
2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.
 - a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.
 - b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.
 - c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.
3. Allowances Not Authorized
 - a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.
 - b. DLA. DLA is not authorized.
 - c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

7405 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.

A. RC Personnel on Active Duty with Pay (Table U7-K1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if Gov't Qtrs and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE U7K-1 FOOTNOTES:

- 1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. 7080).
- 2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
- 3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
- 4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 6/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

B. RC Member on Active Duty without Pay (Table U7-K2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

TABLE U7Z-2 FOOTNOTES:

- 1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table U7K-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE U7K-3 FOOTNOTES:

- 1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
- 2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.
- 3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table U7K-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at-sea training when both Gov't Qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE U7K-4 FOOTNOTES:

1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#) -- SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#) -- SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table U7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoDFMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A for the effective rate.

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CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

UNIFORMED MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living Qtrs allowance or COLA (in non foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A1), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020 –10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence/Home in App A.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: [BAH](#), [OHA](#), [FSH](#), [BAH-Partial](#), [BAH-Diff](#), [BAH-Transit](#), and [BAH-RC](#).

1. [BAH Rates](#)

- a. The PDTATAC determines adequate housing costs in a MHA for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.
- c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. [OHA Rates](#)

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K1, par. A.

3. [FSH Rates](#)

- a. The [FSH-B](#) rate is the same as the without dependent BAH rate for the same location.
- b. [FSH-O](#) is computed under the same rules and conditions as without dependent OHA for the same location.

4. [BAH Partial Rates](#). The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. [BAH Diff Rates](#). The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

Part A: General Information (Uniformed Members Only)

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table 10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the Qtrs are declared inadequate	on which designation of inadequacy of Qtrs is effective, if the member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption, etc.) ²	the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date 3/ Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. ⁴
7	claims dependent parent	determined/approved by authority shown in Table 10B-1 or 10B-2.
8	claims doubtful dependent	

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

³

- a. Applies to sole dependent of officer or enlisted member.
- b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
- c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
- d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

⁴ If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table 10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	Dies	of death.
2	is divorced ¹	of the final decree of divorce. ¹
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ²
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

⁴ See par. 10108 regarding dependents over age 21.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table 10A-3		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished Gov't Qtrs at the PDS, adequate for the member and dependents	before the day Qtrs are assigned (or before the day occupancy begins, if definite assignment was not made). ¹
2	is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day Qtrs are furnished.
3	and dependents occupy inadequate Gov't Qtrs which are rehabilitated and designated as adequate Gov't Qtrs	before the effective date of re-designation as adequate Gov't Qtrs.
4	is absent without leave	Table 10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

¹ When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov't housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

Part A: General Information (Uniformed Members Only)

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. ***A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.***
2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child/children (pars. 10120, 10122, 10124, 10126 and 10206).

10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial.

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who

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is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.

5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as Gov't Qtrs for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

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a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

**Effective 1 January 2015*

10018 TEMPORARY BAH INCREASE

*A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. *This authority expires 31 December 2015.*

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

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2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. *No Locations at this Time*

10020 OHA - GENERAL**NOTES:**

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. 1035 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. App M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and App N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

- B. OHA and 'MALT Plus'. OHA is not payable on the arrival day when 'MALT Plus' per diem is paid.
- C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. 10400-B or 10402-B.
- D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, App K.

10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term "private sector housing" includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. *The cost of parking at the place of duty is not included in rent.* The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. 10022-C for a member owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (par. 10026 and App N for specific rules) receives a full rather than prorated allowance. *Only one sharer may claim reimbursement for any individual rent or security related expense.*

NOTE: *A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par.*

10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. *Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.*

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.

c. To determine the monthly OHA rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new ‘rental equivalency’ ***starts from the loan start date.***

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member’s command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;

(6) NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

(7) U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

3. If a member (or the member’s dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive

the [utility/recurring maintenance allowance](#).

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. **Maximum Rental Allowance.** Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. 10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. 10024-A. The locality *climate code* and the *utility point score* determine the utility/ recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.
 - a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:
 - (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
 - (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

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(3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points App K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

10026 MOVE IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
 - a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;
 - b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or

- c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).
4. The three MIHA payment types are:
- MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See [App K3](#) to determine reportable/non-reportable MIHA Miscellaneous expenses and the [Overseas Housing Allowance Query](#) to determine the amount payable. **Only one payment is authorized at a PDS unless par. 10026-B2 applies.**
 - MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (App N, par. C).
 - MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See App N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See App N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

10028 OHA ADVANCE PAYMENT

See [App K2](#) for detailed information on areas with rental advance protection under OHA.

A. Authority

- Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.
- Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
- Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - Law,

- b. Local custom for everyone, including local nationals, or
- c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

NOTE: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

- 1. Anticipated housing expenses, or
- 2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

- 1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
- 2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
- 3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
- 4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov't owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

APPENDIX E: INVITATIONAL TRAVEL

PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)

CIVILIAN EMPLOYEES ONLY

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to JTR, par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ Travel Authorization Number _____

Address _____

Date Approved _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____

for approximately _____ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus

See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

To arrange transportation call: (____) _____

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the Gov't and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

- (a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

* You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of \$.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage:

<http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (***NOTE below***); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on Gov't funded travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry cleaning and pressing costs (in the other places) are part of the per diem or actual expense allowance when travel is outside the 48 contiguous states and DC.

The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

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APPENDIX R: CONFERENCES

PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at Gov't expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §455 authorizes conference attendance expenditures for meetings concerned with the functions and activities of a Uniformed Service/DoD Component that contribute to improved conduct, supervision, or management of the Service's/component's functions and activities and such expenses are authorized as necessary expenses. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in par. 4955, and APP R2, par. E5 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at Gov't expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal Agency at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals Gov't organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting Gov't business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD Agency's functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R1.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at Gov't expense to:

- a. Further Service or DoD Agency programs;
- b. Present scientific and technical papers which further the development of the U.S. resources; and
- c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (see par. 4205). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD Agency sponsored conference/meeting must be identified. The total amount paid by the Gov't for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the Gov't's interest and the membership is in the Uniformed Service's or DoD Agency's name (e.g., Defense Travel Management Office). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is oral,

the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., Gov't purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at Gov't-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An Agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host Agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an Agency, without specific statutory authority, may not augment its appropriations from sources outside the Gov't.

In applying this decision, NIH should develop an Agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect Agency counsels, as well as certifying officers, Agency auditors, and Inspectors General, to apply these criteria. To the extent that Agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$13.85 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. **Disclaimer: The numbers in this example are for illustrative purposes only.**

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	*\$41 + \$13.85 = \$54.85
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	*\$54.85 ÷ 2 = \$27.42 (Rounded to \$28)
Step 3	Add Step 2 total to the CONUS incidental expense rate	*\$28 + \$5 = \$33
Step 4	Proportional Meal and Incidental Expense Rate	*\$33

*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$13.85. Gov't furnished meals are not available for the first and last day; however, two Gov't meals are available for the second day. The AO authorizes a PMR of \$28 for the second day. **NOTE: Gov't dining facility/ mess deductions are not taken for the arrival and departure travel days (see pars. 4065-4080).**

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	\$55 + [(\$46 (M&IE) x 75 %) = \$34.50] =	\$ 89.50
Day 2	*\$55 + \$28 (PMR) + \$5 IE =	*88.00
Day 3	\$46 x 75% =	34.50
TOTAL		*\$ 212.00