

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

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:

CAP 166-14 (R) -- NDAA Provision for Household Pets ICW Evacuation. Adds FY 2013 NDAA (Public Law 112-239), 3 January 2013 provision to the JTR that allows for transportation of an employee's household pets, including quarantine costs from an evacuated foreign PDS. Affects pars. 5768 and 6532.

MAP 50-15(E) -- Administrative Weight Allowance Increase. Clarifies that the Secretarial Process may increase administrative HHG weight allowance when necessary in the Gov't's interest. Affects par. 5202 -E.

MAP/CAP 63-15(I) -- App A1 Rewrite. Rewrites, rewords, and simplifies language in App A1.

MAP/CAP 77-15(E) -- Security Concerns in Foreign Locations. Allows the AO to override the flat rate per diem restrictions in instances where the flat rate per diem for lodging may not provide the proper level of security or force protection in a particular location. In the event the AO overrides the lodging portion, the M&IE portion of per diem for long term TDY remains at the applicable reduced percentage. Affects pars. 2830, 4250-A1c, and 4250-B3-B7.

MAP/CAP 80-15(E) -- Add Definition Clarifying Regular TDY. Clarifies that "Regular TDY" applies if the COCOM Commander does not determine the TDY option and adds a definition of "Regular TDY" to par. 4600. The term "Regular TDY" only applies to travel outlined in pars. 4600 and T4040-C. Affects pars. 4600, 4605, and T4040-C.

MAP 82-15(E) -- RC Member Paying Child Support Elect OCONUS Housing Allowance. Allows an RC member, who has a dependent solely by reason of paying child support who is not eligible for Family Separation Housing Allowance (FSH), to request a housing allowance based on the OCONUS PDS when Government quarters are not available and the RC member is not authorized HHG transportation to the OCONUS PDS. Affects par. 10428-E1e.

MAP/CAP 89-15(E) -- Government Quarters – Joint Bases. Provides guidance that a traveler TDY to a joint base is required to check for Government Quarters availability, but is not required to stay in Government Quarters that are geographically separated from the duty location. Affects pars. 1265-E3f, E3g and E3h; 2560-A5; and 2565.

MAP/CAP 100-15(I) -- Add Wording to JTR to Reinforce Requirement. This item changes the wording in par. 4250-A1c to reinforce the requirement that a traveler is obligated to contact the Commercial Travel Office (CTO) for assistance if they are unable to arrange suitable commercial lodging on their own for a long-term TDY assignment of 31-180 days at one location. Affects par. 4250-A1c.

MAP/CAP 101-15(I) -- Non-Availability Documentation. This item clarifies how to document Gov't Qtrs non-availability and ILPP lodging non-availability. Affects pars. 1265-E, 1265-F, 2570-A, and 5434-G3b(5).

MAP 107-15(I) -- Authority for Early Return of Dependents (ERD) in National Interest. Changes the authority to authorize early return of dependents for national interest from Secretary Concerned to Combatant Commander to match DoDI 1315.18, par. E4.5.2.4. Affects par. 5100-A.

MAP 108-15(I) -- OCOLA for Dependent's Location may be Approved. Clarifies that OCOLA may be paid retroactively if the Secretarial Process approves it by adding "approved" after "authorized" in par. 9205-A. This matches the language in pars. 9200-A, 9220-A, B, D and E. Affects par. 9205-A.

MAP/CAP 110-15(I) -- FY16 Standard CONUS Per Diem and Meal Ticket Rates. This item is implemented per [FTR 16-01](#) bulletin authority published in [Federal Register](#) publication of 1 September 2015. Affects pars. 2025-C, 2030-C, 5798-A1, 5810-A2a, and 6570-A4.

MAP 115-15(I) -- 37 USC §406 Renumbered to 37 USC §476. This item updates references to 37 USC §406 as it has been renumbered to 37 USC §476. Affects pars. 5222-A2, 5262-B, 10414-A1, and 10414-C2.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 OCTOBER 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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Part B	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	05-15	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14
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Part C	09-15	09-15	03-15	03-15	03-15	03-15	03-15	03-15	01-15	01-15
Part D	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	11-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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Part G	06-15	06-15	06-15	06-15	06-15	05-15	11-14	11-14	11-14	11-14
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part J	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part K	08-15	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15
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Part A2a	08-15	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part A2b	05-15	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14
Part A2c	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part A3a	08-15	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14
Part A3b	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part A3c	10-15	07-15	07-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14
Part A3d	08-15	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15
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Part A5b	10-15	07-15	07-15	07-15	04-15	04-15	04-15	03-15	10-14	10-14
Part A5c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A5d	10-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part A5e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5f	10-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5h	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5i	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A5j	09-15	09-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15
Part A6a	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	10-14
Part A6b	07-15	07-15	07-15	07-15	05-15	05-15	03-15	03-15	12-14	12-14
Part A6c	07-15	07-15	07-15	07-15	03-15	03-15	03-15	03-15	12-14	12-14
Part A6d	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	07-15	07-15	07-15	07-15	06-15	03-15	03-15	03-15	12-14	12-14
Part A8	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part A9	10-15	07-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	01-15
Part A10	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	12-14
Part B1	09-15	09-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	12-14

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Part B2b	09-15	09-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14
Part B2c	09-15	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
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Part B3b	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	07-15	07-15	07-15	07-15	03-15	03-15	03-15	03-15	10-14	10-14
Part B4	09-15	09-15	05-15	05-15	05-15	05-15	02-15	02-15	02-15	10-14
Part B5a	09-15	09-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part B5b	07-15	07-15	07-15	07-15	04-15	04-15	04-15	10-14	10-14	10-14
Part B5c	07-15	07-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14
Part B5d	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B5e	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part B5f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	09-15	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B6a	09-15	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
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Part B6c	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part B7	07-15	07-15	07-15	07-15	06-15	03-15	03-15	03-15	10-14	10-14
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Part B9b	07-15	07-15	07-15	07-15	05-15	05-15	01-15	01-15	01-15	01-15
Part B9c	10-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10	07-15	07-15	07-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15
Part B11a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part B11b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B11d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11e	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	11-14	11-14
Part B12	09-15	09-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14
Part B13	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
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Part B14c	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B15a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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Part B16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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Part A1b	08-15	08-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A1c	04-15	04-15	04-15	04-15	04-15	04-15	04-15	03-15	10-14	10-14
Part A1d	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A1e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1f	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part A2a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2b	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	04-15	04-15	04-15	04-15	04-15	04-15	04-15	10-14	10-14	10-14
Part A2d	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14

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Part A2e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B1	10-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3d	10-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3e	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5	04-15	04-15	04-15	04-15	04-15	04-15	04-15	10-14	10-14	10-14
Chapter 7										
TOC	08-15	08-15	08-15	07-15	03-15	03-15	03-15	03-15	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3	08-15	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part A4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A8	04-15	04-15	04-15	04-15	04-15	04-15	04-15	11-14	11-14	11-14
Part A9	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part A10	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A11	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B2	08-15	08-15	08-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B3	05-15	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14
Part B4	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part C1	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D1	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D2	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	10-14
Part D3	08-15	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F1	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part F2	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part G	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H1	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	11-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part J	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part K	07-15	07-15	07-15	07-15	05-15	05-15	04-15	02-15	02-15	10-14
Part L1	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part L2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part X	06-15	06-15	06-15	06-15	06-15	04-15	04-15	03-15	01-15	01-15
Chapter 8										
TOC	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Ch 8	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14

JTR	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15
Chapter 9										
TOC	05-15	05-15	05-15	05-15	05-15	05-15	12-14	12-14	12-14	12-14
Part A	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B	08-15	08-15	08-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part C1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C4	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part C5	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part C6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C7	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Part D	10-15	08-15	08-15	05-15	05-15	05-15	12-14	12-14	12-14	12-14
Chapter 10										
TOC	09-15	09-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A	09-15	09-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Part B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part D	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E2	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E5	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E8	10-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E9	07-15	07-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14
Part E10	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E11	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E12	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E13	10-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix A										
Part 1	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	01-15	01-15
Part 2	09-15	09-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14
Appendix E										
Part 1	08-15	08-15	08-15	03-15	03-15	03-15	03-15	03-15	01-15	01-15
Part 2	09-15	09-15	04-15	04-15	04-15	04-15	04-15	03-15	02-15	10-14
Part 3	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14
Appendix F										
Part 1	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix G										
App G	08-15	08-15	08-15	04-15	04-15	04-15	04-15	03-15	12-14	12-14
Appendix H										
Part 1	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2C	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part 3A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3B	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14
Part 3C	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15
Part 4A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix I										
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	07-15	07-15	07-15	07-15	04-15	04-15	04-15	10-14	10-14	10-14
Part 3	08-15	08-15	08-15	07-15	06-15	05-15	12-14	12-14	12-14	12-14
Part 4	08-15	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15
Appendix J										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix K										
TOC	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix M										
App M	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix N										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	06-15	06-15	06-15	06-15	06-15	11-14	11-14	11-14	11-14	11-14
Appendix O										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App O	10-15	09-15	08-15	04-15	04-15	04-15	04-15	01-15	01-15	01-15
Appendix P										
Part 1	08-15	08-15	08-15	06-15	06-15	10-14	10-14	10-14	10-14	10-14
Part 2	08-15	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Appendix Q										
Part 1	09-15	09-15	08-15	07-15	03-15	03-15	03-15	03-15	01-15	01-15
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	08-15	08-15	08-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part 4	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Appendix R										
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14
Appendix S										
App S	06-15	06-15	06-15	06-15	06-15	04-15	04-15	10-14	10-14	10-14
Appendix T										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App T	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix U										
App U	09-15	09-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Appendix W										
App W	09-15	09-15	08-15	07-15	06-15	12-14	12-14	12-14	12-14	12-14

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 A1 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 (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 [DoD FMR, 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. DoD 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 (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 (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 E1 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 (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 [DoD FMR, 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 (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 (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. FTA and HSTA are DoS allowances ([5 USC §5924\(2\)\(A\)](#) and [5 USC §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.

1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)

Effective for all orders/authorizations issued on or after 15 June 2015 or the date the ILPP begins at that site (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf), whichever is later.

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a lodging program. This program allows DoD to require the use of either Gov't Qtrs or commercial lodging for both civilian employees and Uniformed Service members. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

B. Eligibility. All DoD travelers TDY with an overnight stay to one of the selected ILPP sites identified in par. 1265-J. ***This Pilot does not apply to USCG, PHS, or NOAA personnel.***

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.

2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.

3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).
4. Lodging accommodations must meet FEMA requirements listed on the [U.S. Fire Administration](#) Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties will be listed on the DTMO website at [ILP Approved Vendor List](#).
2. Travelers must book their preferred commercial lodging through DTS or their contracted CTO.

E. Gov't Qtrs Use **Employees Only**

- *1. Gov't Qtrs Available. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available.
- *2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.
- *3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:
 - a. TDY is at other than a U.S. Installation;
 - *b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;
 - *c. En route during travel periods;
 - *d. TDY for only 1 night at one location;
 - e. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;
 - *f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status;
 - *g. TDY to a Joint Base and the Gov't Qtrs are located at a part of the Joint Base that is geographically separated (i.e., do not share a common perimeter) from the duty location; or
 - *h. Reservations cannot be booked in DTS. See [ILPP Start Dates](#).
- *4. Non-Availability Documentation. The employee must document Gov't Qtrs non-availability by one of the following:
 - *a. A non-availability confirmation number provided by the Service's lodging registration process; **or**
 - *b. The date the employee attempted to make reservations, along with the phone number and name of the billeting office PoC; **or**
 - *c. Employee certification that Gov't Qtrs were not available on arrival.
- *5. Employees with a Disability/Special Need. See par. 7815.

*6. **Uniformed Members**. The rules in Ch 2, Part H1 apply to members.

F. Exceptions

*1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

*a. Gov't Qtrs are available;

*b. Lodging is not available at the approved lodging accommodations in par. 1265-J. See subpar. 2 below for non-availability documentation.;

*c. There is excessive distance between the lodging facility and places of duty; and the use of approved lodging would cause additional local transportation expenses;

*d. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or

*e. The traveler can obtain a room rate lower than the ILPP maximum rate in par. 1265-J.

*2. Non-Availability Documentation. The traveler must document ILPP non-availability by one of the following:

*a. A non-availability confirmation number provided by the ILPP lodging registration process; ***or***

*b. The date the traveler attempted to make reservations, along with the phone number and name of the CTO PoC.

G. Lodging Reimbursement. A traveler, TDY at an ILPP site who books a room and stays at an approved lodging facility, is authorized reimbursement for the actual cost of lodging and applicable taxes unless a reduced per diem is authorized on the travel order.

H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP. When an ILPP is available but not used by the traveler and the traveler is not exempt from the ILPP IAW par. 1265-F, lodging cost reimbursement is limited to the amount the Gov't would have paid if arrangements had been made directly through the CTO/DTS. Such traveler must be reimbursed actual lodging costs NTE the rate the Gov't would have paid (i.e., the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging (see par. 1265-J)). The traveler is financially responsible for all other costs associated with other than ILPP site use.

I. CTO Transaction Fees

1. When DTS or an available CTO are not used, the transaction fee for personally procured lodging from other than a CTO may not be reimbursed.

2. When a CTO is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (see App G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at [ILP Rates](#) and [ILP Start Dates](#).

1. Sites include metropolitan areas. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at [ILP Pilot Sites](#).

2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.

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 [DoD FMR 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 **(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 (pars. 1015-C2h and 2125).

2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Fed Rooms 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 (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 2015</u>		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
*\$89	*\$51	*\$140

2030 MEAL TICKETS (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 1 October 2015</u>	
<u>Meal</u>	<u>Rate</u>
Morning	*\$ 11
Noon	*\$12
Evening	\$23

2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (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 (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 H: GOV'T QTRS USE/AVAILABILITY

SECTION 1: **MEMBERS ONLY**

2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, Gov't Qtrs are available only if use is directed in the order.

2555 GOV'T QTRS USE

A. Directed Use. A member is required to use Gov't Qtrs if:

1. Sent TDY to a U.S. Installation (see App A1); *and*
2. The Gov't Qtrs on that U.S. Installation are adequate and available.

B. Member Assigned to a Contingency Operation for More Than 180 Days at One Location

1. The Secretary Concerned may direct the use of Gov't contract Qtrs, at/near the U.S. Installation/ Reservation specifically contracted for a member assigned to a Contingency Operation for more than 180 days at one location.
2. Arrangements for Gov't contract Qtrs should consider arrangements for transportation between the lodging and work site.
3. Directed use of Gov't contract Qtrs off the U.S. Installation does not permit directed GMR.

2560 GOV'T QTRS AVAILABLE

A. Checking Gov't Qtrs Availability

1. A member performing TDY at/to a U.S. Installation (as opposed to a town/city) *is required* to check Gov't Qtrs availability (either directly or through the CTO) at (*not near*) the assigned U.S. Installation.
2. The member *is not required* to seek/check for Gov't Qtrs when TDY to a U.S. Installation/Reservation after non-availability documentation has been initially provided.
3. Example: A member, who is required to check Qtrs availability on arrival at a U.S. Installation, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period there. See par. 2570.
4. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.
- *5. When ordered to a Joint Base that encompasses locations that are not connected but are geographically separated (i.e., do not share a common perimeter), travelers are required to use lodging at the Gov't Qtrs located on the part of the base where they are performing duty. If quarters are not available at that location, the traveler should receive a statement of non-availability as per JTR, par. 2570. Travelers are encouraged, but not required to use Gov't Qtrs at other locations geographically separated within the Joint Base.

B. AO Directs Gov't Qtrs. The AO may direct Gov't Qtrs when participating in a combined exercise/operation, or attending a foreign service school where the use of Gov't Qtrs on that foreign installation would be prudent.

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. 2570).
2. Non-availability documentation is required only for Gov't Qtrs on (not near) an Installation at which a member is TDY.
3. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available Gov't Qtrs on the U.S. Installation at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate Gov't Qtrs:
 - a. Are available on that U.S. Installation, or
 - b. Use is directed on a foreign Installation

is limited to the Gov't Qtrs lodging reimbursement cost on the Gov't Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on nearby Gov't Qtrs that are not on the Gov't Installation, to which the member is assigned TDY, but on another nearby Gov't Installation, uniformed facility, or elsewhere.

2565 GOV'T QTRS NOT AVAILABLE

The Services have predetermined that Gov't Qtrs are *not available*:

1. When a TDY/delay point is at other than a U.S. Installation (See App A1);
2. When an AO determines that Gov't Qtrs use would adversely affect mission performance except for:
 - a. A member attending a service school at a Uniformed Service facility, and
 - b. An O-7 through O-10 officer who personally determines Qtrs availability;
3. During en route travel periods;
4. For any TDY/delay of only 1 night at one location (stopover or multiple locations);
5. When travel is ICW a PCS:
 - a. When per diem is payable under MALT Plus (see par. 5220-A);
 - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in Gov't Qtrs at a POE/POD; or
 - c. To a ship/afloat staff with an OCONUS home port, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;

and Gov't Qtrs are not available for the entire family;

*6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status (See par. 7175); or

*7. When TDY to a Joint Base and the Gov't Qtrs are located at a part of the Joint Base that is geographically separated (i.e., do not share a common perimeter) from the duty location.

2570 TRAVEL ORDER/VOUCHER

*A. Non-Availability Documentation. The member must document Gov't Qtrs non-availability by one of the following:

*1. A non-availability confirmation number provided by the Service's lodging registration process; ***or***

*2. The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***

3. Member certification that Gov't Qtrs were not available on arrival.

B. Authorization/Approval. When a member provides acceptable documentation of Gov't Qtrs non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

C. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD (P&R) memorandum, dated 29 August 1995, DoD uniformed service members are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

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CHAPTER 2: OFFICIAL TRAVEL

PART M: MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

A. General. A traveler is authorized certain necessary travel and transportation related reimbursable expenses incurred on official travel. This Part addresses commonly incurred expenses associated with official travel.

B. Incidental Expenses. Incidental Expenses (IE), defined as part of per diem in App A1, are different than the expenses listed in this Part.

C. Transportation Expenses Incurred in or around a PDS/TDY Location. See Ch 2, Part L.

D. Voucher Submission

1. Consult finance regulations for expense description/documentation required on the travel voucher.
2. [DoD FMR, Vol. 9, Travel Policy and Procedures](#) prescribes voucher submission requirements, with supporting authority.
3. Funds are obligated IAW finance policy, ordinarily prior to/at the time the expense is incurred.

E. Limitations. Some reimbursable expenses are authorized for reimbursement; other reimbursable expenses require AO authorization/approval.

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

1. Reimbursable and non-reimbursable expenses are listed, alphabetically, in App G.
2. App G is intended ***only as a quick reference table*** of reimbursable and non-reimbursable expenses.
3. Detailed expense lists, restrictions, and governing regulations are listed below.

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

ATM Use. Administrative fees for ATM use, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. *Effective 1 October 2014*.

Baggage Check-In Fee at Curbside. Reimbursable **only when authorized under par. 7815-F4**, for a traveler with a disability/special need.

Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage:

1. Transportation costs may be authorized/approved by the AO (par. 3105).
2. Applies to any bag accompanying the traveler for which the airline charges a fee.

Baggage Expenses (See App A1 for definition of 'baggage')

1. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
2. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
3. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
4. Baggage expenses are ***not reimbursable*** when the bags and their contents are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not ICW official travel (e.g., golf clubs, presents).

Baggage Handling Tips. Reimbursable *only when authorized under par. 7815-F4*, for a traveler with a disability/special need.

Baggage Storage. Reimbursement for charges ICW official travel may be authorized/approved. Necessity for the storage must be explained.

Baggage Transfer Fees

1. Baggage transfer fees may be authorized/approved NTE the customary local rates for intermodal transfer.
2. Necessity for the transfer must be explained.
3. Intermodal transfer must involve baggage transfer between authorized transportation modes ICW official travel; ***not personal convenience travel.***

Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth, for official OCONUS travel is reimbursable.

Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charges, assessed against a traveler on arrival/departure from a carrier terminal, are authorized when not included in the ticket cost ([52 Comp. Gen. 73 \(1972\)](#)).

Cash Advance Fees. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses and are included as part of the IE portion of per diem (App A1).

Communication Services (*Effective 1 October 2014*)

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable.***
2. Gov't owned/leased services should be used for official communications.

Conveyance Costs. Public/special conveyance costs to and from the transportation terminal are reimbursable. See Ch 3, Part D.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

Conveyance, Government. When a Gov't conveyance is authorized and Gov't supplies/facilities are not available, reimbursement for operating expenses, ICW official travel, is authorized for TDY travel between two points that are a separate journey (**does not include** Aero Club aircraft). Examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road, or tunnel tolls;
6. Trip insurance for travel in foreign countries (see Insurance, Driving Related);
7. Guards; and
8. Storage fees.

Currency Conversion Fees1. Reimbursable

- a. Fees charged ICW currency conversion, including cash conversions.
- b. The "international transaction fee" for qualifying transactions charged by:
 - (1) GTCC. This 1% charge is listed as a separate line item on the billing statement.
 - (2) Other than GTCC (Members Only). Charges on a non-GTCC card are reimbursable if the member is exempt from using the GTCC.

2. Not Reimbursable

- a. Losses from currency conversions ([63 Comp. Gen. 554 \(1984\)](#)).
 - b. The traveler is not liable for repayment to the Gov't for **gains** from currency conversions.
3. Exchange Rates. A traveler, who pays with a credit card for OCONUS expenses, is responsible for checking with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.

4. Supplemental Vouchers

- a. A traveler may need to submit a travel voucher prior to having access to the actual amount billed on the credit card.
- b. When the amount in U.S. currency, is not known, until after the required travel claim submission date, a traveler should be aware of any financial regulations that require a supplemental voucher if the amount differs from the actual amount billed on the initial travel claim.

Disease Prevention Measures

1. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel, are reimbursable.
2. Travel expenses incurred for obtaining the required inoculations is not reimbursable.

Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.

Energy Surcharge Fees. Energy surcharge fees are reimbursable.

GTCC

1. **Late Payment Delinquent Fees.** Reimbursable when authorized/approved by the AO for a traveler in a mission critical category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See [DoD FMR, Volume 9, Ch 3, par. 031306](#) for definition of mission critical personnel and processing requirements.
2. **Expedited Delivery.** Reimbursable when authorized/approved by the AO.
3. **Chip/PIN Card Issue Fee.** Reimbursable when authorized/approved by the AO.

Guide Services. Reimbursable when authorized/approved by the AO.

Insurance, Driving Related. Reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance ([55 Comp. Gen. 1343 \(1976\)](#)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.

Internet Connections

1. Internet connections used to perform official business are reimbursable when authorized/approved by the AO.
2. In-flight internet connections are **not reimbursable unless** the AO determines they were used for official business.

Interpreter Services. Reimbursable when authorized/approved by the AO.

Laundry/Dry Cleaning Expenses. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable.** *Effective 1 October 2014.*

License/Permit, International Driver's

1. Reimbursable when TDY to a country that requires an international driver's license/permit.
2. The cost of license/permit photos is reimbursable.
3. See [Traveler's Checklist](#) for information on driving abroad.
4. This reimbursement applies only to a member or employee, **but not to dependents.**

Lodging, Dual

1. Reimbursable ICW an unexpected event, when approved (after the fact) by the AO, except as in par. 4145-B3.
2. Dual lodging reimbursement is limited to a maximum of 7 consecutive days, except as in par. 4250-B.
3. Extensions beyond 7 consecutive days may only be approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid if the traveler remained overnight. See par. 4145.

Lodging Fees/Daytime Lodging Charges

1. Reimbursable when authorized/approved by the AO.
2. Includes:
 - a. Room occupancy lodging charges for late departure, early arrival, or
 - b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

Lodging, Mandatory Fees/Charges

1. Reimbursable, in addition to the room rate, when the expense is:
 - a. Not optional, and
 - b. Approved by the AO.
2. Fees/charges include, but are not limited to a:
 - a. Tourism fee,
 - b. Safe fee, or
 - c. Service charge.

Lodging Reimbursement while on Leave

1. **Members Only.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day:
 - a. During contingency operations (par. 7050);
 - b.. During authorized/ordered evacuations (par. 7055);or
 - c. When receiving long term TDY flat rate per diem (par. 4250).
2. **Employees Only.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day when receiving long term TDY flat rate per diem (par. 4250).

Lodging Tax

1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.
2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is not separately reimbursable.
3. Exception. Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when MALT Plus for POC travel is paid.
- *4. Applicability to Long Term TDY Flat Rate Per Diem. See pars. 4250-B7 and 4250-E.

Merchant Surcharge

1. Members Only

- a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:
 - (1) The GTCC, or
 - (2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.
- b. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
- c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

2. Employees Only

- a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.
- b. Reimbursement is not authorized for merchant surcharges for the use of a personal charge card.
- c. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
- d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

Military Working Dog (MWD) Expenses

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:
 - a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.
 - b. Kennel handling fees at an air terminal or place of lodging.
 - c. Lodging fees ICW the MWD, and/or
 - d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.
2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:
 - a. Dog Food,
 - b. Leashes,
 - c. Kennels (damage/replacement), and/or
 - d. Veterinary services.

Mission Related Expenses

1. Mission related expenses *are not reimbursable as travel expenses.*
2. Mission related expenses include, but are not limited to:
 - a. Equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.);
 - b. Medical equipment;
 - c. Parking/traffic ticket fines;
 - d. Tools;
 - e. Film;
 - f. Paper;
 - g. Books;
 - h. Medical supplies;
 - i. Use of clerical assistance (e.g., typists, data processors, stenographers);
 - j. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
 - k. Gifts for child care, pet care, or hotel concierge;
 - l. Workout room/gym fee;, and
 - m. Similar items.

3. See [B-166411, 3 September 1975](#); [B-198823, 10 December 1980](#); and [B-198824, 23 January 1981](#).
4. See [DoD FMR Vol. 10, Ch 11](#) for reimbursement.

Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.

1. Lodging cost reimbursement may be authorized/approved by the AO when advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed, canceled, or interrupted.
2. Reimbursement must not exceed the remaining amount of per diem/AEA, plus appropriate lodging tax that would have been paid if the TDY had not been curtailed, canceled, or interrupted.
3. See [59 Comp. Gen. 609 \(1980\)](#), [59 Comp. Gen. 612 \(1980\)](#), and [60 Comp. Gen. 630 \(1981\)](#).
4. The AO should consider if the:
 - a. Traveler acted reasonably and prudently in incurring lodging expenses,
 - b. Traveler had a reasonable expectation of completing the TDY as authorized,
 - c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control, and
 - d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.

Paper Tickets

1. Additional paper ticket cost is reimbursable, when authorized/approved by the AO, as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries).
2. Paper tickets bought for personal convenience *are the traveler's financial responsibility.*

Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services

A. Eligibility. The following persons are eligible for reimbursement of expenses ICW passports, visas, green cards, photographs, physical exams, and legal services under the applicable circumstances.

1. **Members**
 - a. TDY. When necessary for performing TDY in a foreign location,
 - b. PCS. When assigned to a foreign OCONUS area and required for initial or continued assignment, or
2. **Employees (U.S. Citizens Only)**
 - a. TDY. When necessary for performing TDY in a foreign location,
 - b. PCS. When assigned to a foreign OCONUS area under a service/renewal agreement and required for initial or continued assignment.
3. **Employees (Non-U.S. Citizens, Including Local Hire Foreign Nationals).** Reimbursement is authorized for employees hired locally or transported to a foreign OCONUS area at Gov't expense when expenses are necessary for performing TDY in a location other than their country of citizenship.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

4. Dependents (Members and Employees; U.S. Citizens and Foreign Citizens). For PCS travel when:
 - a. The dependent's sponsor is assigned to a foreign OCONUS area and required for initial or continued assignment, and
 - b. The dependent is authorized travel and transportation allowances to/from a foreign OCONUS area.
5. Acquired Dependent **(Members Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is authorized reimbursement for the acquired dependent ***only when***:
 - a. Par. 9000-A2 or 9000-A3 applies, and/or
 - b. The dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5088-C4.
6. Emergency Technical Support Personnel (Member or Employee). When directed by the AO and necessary for performing TDY in a foreign location.

B. Reimbursable Expenses Details and Requirements**1. Biometric Fees**

- a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.
- b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:
 - (1) Verify the individual's identity, or
 - (2) Compare the identity against other entries when stored in a database.
- c. Examples of biometric data are face recognition, fingerprints, and iris scans.

2. Dependent Fee. A dependent fee is reimbursable except ICW personal travel. An example of a dependent fee is the United Kingdom Entry Clearance Fee.

3. Legal Service Fees

- a. Legal Services. Legal services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:
 - (1) A passport,
 - (2) Mandatory biometric visa requirements,
 - (3) A visa,
 - (4) A green card, or
 - (5) Changes in status.
- b. Authorized Expenses. Legal service expenses are reimbursable if local laws and/or customs require the use of lawyers in processing applications.
- c. Expenses Not Authorized. Legal service fees, for personal expenses, are ***not authorized***. These fees include services for:
 - (1) Acquired dependent(s),

- (2) Adoption,
- (3) DHS/INS document processing fees,
- (4) Server fees,
- (5) Dependent custodial matters, or
- (6) Fees for similar circumstances.

4. Medical Expenses. Medical expenses ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

5. Passport Fees

a. There are three types of U.S. passports:

- (1) Passport Book. A regular passport that can be used for all international travel.
- (2) Passport Card. Limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.
- (3) E-Passport. A regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

b. An official traveler ordinarily travels on a no fee passport.

c. Passport fees are reimbursable when travel is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport.

d. Those traveling solely by MILAIR or AMC charter flight ***are not reimbursed*** for regular fee passports ***unless***:

- (1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or
- (2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

6. Physical Examination Fees. Physical examination fees:

- a. Are reimbursable when required to obtain a visa and the examination cannot be obtained at a Gov't medical facility ([GSBCA 15435-RELO, 9 April 2001](#)).
- b. For a dependent are reimbursable, except ICW personal travel (e.g., the United Kingdom Entry Clearance Fee is a reimbursable fee).

C. Travel Order for Visas and Physical Examinations. A travel order (par. 2210 and App I2) should be issued to authorize/approve travel and transportation at Gov't expense to:

- 1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

D. Travel to Obtain Required Documents. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

Personal Expenses. See **Mission Related Expenses**.

Pet Quarantine. See Ch 5, Part A8 (for **Members**) and Ch 5, Part B8 (for **Employees**) for rules regarding pet quarantine ICW PDT.

Phone Calls, Official. Official phone calls are mission related expenses but are **not reimbursable** as a separate travel expense. See **Communication Services**. *Effective 1 October 2014*

Physical Examination Fees ICW a Visa. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.

Prepaid Phone Cards/Cell Phones. Prepaid phone cards and prepaid cell phones are mission related expenses but are **not reimbursable** as a separate travel expense. See **Communication Services**.

Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked

1. Preparatory travel expenses include fees for:
 - a. Traveler's checks,
 - b. Passports,
 - c. Mandatory biometric visa requirements,
 - d. Visas,
 - e. Green cards, and
 - f. Communications services.
2. Preparatory travel expenses are reimbursable, provided:
 - a. The action taken is beyond the traveler's control,
 - b. It is in the Gov't's interest, and
 - c. A refund is unobtainable prior to the order being changed.

POC Tax and License Fee ICW TDY (Employees Only)

1. General. Some states:
 - a. Require an ownership tax and license fee for a POC used in the state for over 30 days, and
 - b. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.
2. Traveler Paid Charges. If a TDY traveler applies for and is denied an exemption certificate for ownership tax and licensing fees by the TDY state, the traveler is reimbursed if all of the following conditions are met:
 - a. POC use is to the Gov't's advantage ICW a TDY assignment (see par. 4775).
 - b. The traveler's PDS is not the state the TDY assignment is performed.
 - c. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fees on a POC.
3. Documentation. Payment documentation of state imposed charges may be required.
4. See [B-214930, 1 October 1984](#).

POC Use is Advantageous on TDY. In addition to a TDY mileage allowance, the following are allowable only if POC use is to the Gov'ts advantage:

1. Ferry fares;
2. Bridge, road and tunnel tolls;
3. Automobile parking fees ICW official travel only (except those incident to PDT); and
4. Aircraft landing, parking, and tie down fees.

Registered Traveler Membership Fee

1. Individual traveler membership in a registered and/or trusted traveler program is **not a reimbursable expense** per par. 1215.
2. Use of Gov't funds to obtain membership in such a program is **statutorily prohibited** by [5 USC §5946](#) per [FTR Bulletin 08-05, 25 June 2008](#).

Registration Fee

1. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance.
2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

Resort Fees. Resort fees, ***that are mandatory***, are authorized.

Room Rental. Reimbursable when authorized/approved by the AO, and only when used for official business.

Service and Processing Fees

1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:
 - a. Through a CTO/TMC, and
 - b. When a CTO/TMC is not available.
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.

Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses

1. General
 - a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
 - b. 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. See special conveyance/rental vehicle reimbursable expenses.
2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.
3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable:
 - a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS);
 - b. Rental cost, tax and local assessments on rental vehicle users;
 - c. Necessary gas and oil;
 - d. Aircraft landing and tie down fees;
 - e. Transportation to and from the rental facility, public transit systems, and taxi fares;
 - f. Parking; ferry fares; bridge, road and tunnel tolls;
 - g. Traveler access fee;
 - h. Garage, hangar, or boathouse rental;
 - i. Operator's subsistence;
 - j. Optional extra collision hull insurance for rental aircraft;
 - k. Mandatory rental car insurance coverage required in foreign countries;
 - l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.
 - m. GPS rental, when the AO determines it is necessary for official use.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.

o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required:

(1) By the rental company in a foreign area/country to provide full coverage insurance,

(2) For certain classified special operations. [B-204486, 19 January 1982](#)

p. A breathalyzer installed in rental car when required in a foreign country. See item 4e below.

q. Rented Motor Vehicle Damage

(1) DoD Travelers

(a) A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business, if the claim is adjudicated payable.

(b) The Gov't may make direct payment to the rental car company, instead of the traveler, if appropriate.

(c) Reimbursement is a transportation expense.

(d) A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the [DoD FMR, Volume 9, Ch 4](#).

(e) Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

(f) If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the [DTMO website](#).

(2) **Non-DoD Member**: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW written Service guidance.

r. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.

4. Non-Reimbursable Expenses. The following expenses are not reimbursable:

a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S./non-foreign OCONUS location regardless of the rental company. See 3o above for classified operations.

c. Damage to Rental Car when Used on Other than Official Travel.

(1) General. Reimbursement for damage sustained by a rented automobile while being used on other than official travel is not authorized.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

- (2) Example. TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car is damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).
- d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment *is not reimbursable* (e.g., snow tires, GPS, toll transponder),
- e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official travel, for personal convenience, or if negligence is determined.

Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.

Tips for Handling Gov't Property. Tips for handling Gov't property are covered in the IE portion of per diem and are *not reimbursable*. *Effective 1 October 2014*

Tips, Transportation Related

1. Courtesy Transportation. Transportation related tips the traveler elects to pay to drivers of courtesy transportation (e.g. hotel, park and ride, or airport shuttles), ICW official travel, are covered in the IE portion of per diem and are *not reimbursable (effective 1 October 2014)*.
2. Taxi Cab/Limousine Service. Reasonable and customary transportation related tips and mandatory service charges for taxi cab/limousine service are not separately reimbursable, but added to the cost of such transportation. A reasonable and customary fee is the amount that your transportation service provider determines to be the standard tipping amount up to 20% of the fare amount which must be included in the total fare amount claimed on your travel voucher.

Transportation Terminal Parking Fees. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares (including tips). See par. 4780 for exception for Members only.

Transportation to/from the Transportation Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See par. 4780.

Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.

Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.

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CHAPTER 4

TEMPORARY DUTY TRAVEL

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 4: LONG TERM TDY FLAT RATE PER DIEM

Effective for travel beginning or orders amended on or after 1 November 2014

4250 LONG TERM TDY FLAT RATE PER DIEM

A. General

1. A reduced flat rate per diem applies when a traveler is assigned long term TDY (more than 30 days at one location) except as indicated in par. 4250-B.
 - a. Long term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.
 - b. Long term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.
2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat rate per diem applies beginning the day after the amendment is issued.
3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat rate per diem is increased or decreased accordingly unless the traveler has entered into a long term lease and the fixed rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1. The lodging portion of flat rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.
2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, when otherwise incurring no lodging cost or lodging on a Gov't Installation. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW pars. 4250-A1 and 4250-A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.
- *3. If a traveler is unable to arrange suitable commercial lodging (e.g., safe, secure, clean and within a reasonable proximity to the TDY duty location) on their own, the CTO must be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, then the AO may authorize actual lodging, NTE the locality per diem rate, IAW pars. 4130 and 4155, but the M&IE is still paid at the 75% or 55% rate, as applicable. The AO may determine that lodging is not suitable due to force protection/security concerns in foreign locations and authorize actual lodging, NTE the locality per diem rate, but the M&IE is still paid at the 75% or 55% rate, as applicable.
- *4. Long term TDY flat rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the Lodging Plus method, for that area, applies. If the additional TDY period is considered a second long term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

*5. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4145.

*6. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.

*7. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

C. Retained lodging expenses during a traveler’s authorized absence may be reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

1. The traveler is authorized out of pocket expense reimbursement. See App G.

2. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.

3. Example

a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).

b. The authorized per diem rate is \$78.10 (i.e., 55% of the locality rate of \$142).The lodging portion of per diem is \$50.05 (55% x \$91).

c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

D. Flat Rate Per Diem for Long Term TDY – Example (without long term lodging taxes)

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/ \$61). The flat rate per diem for each full day of TDY is \$142.45 (\$259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long term lodging cost is \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$0.				
	<u>Lodging</u>	<u>M&IE</u>	<u>Total Per Diem</u>	<u>Reimbursable Expenses</u>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: \$142.45/day	\$142.45 Flat Rate or		\$142.45	
	(\$198 x 55%) = \$108.90	(\$61 x 55%) = \$33.55		
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

Part B: Per Diem/Sec 4: Long Term TDY Flat Rate Per DiemE. Flat Rate Per Diem for Long Term TDY – Example (with long-term lodging taxes)

A member is ordered TDY to a CONUS/Non-Foreign OCONUS location for two months. The traveler is authorized 75% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/ \$61). The flat rate per diem for each full day of TDY is \$194.25 (\$259 x 75%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long term lodging cost is \$145/night for each full day of TDY and the daily lodging tax is \$12. When the computed lodging portion of flat rate per diem plus taxes (based on the computed lodging portion of flat rate per diem) exceeds the computed lodging portion of flat rate per diem, the taxes are a reimbursable expense. The computed lodging portion of flat rate per diem is \$148.50 (\$198 x 75%). The traveler is paying \$145/night plus \$12/day for taxes, totaling \$157. \$8.50 is the reimbursable excess amount (\$157-148.50 = \$8.50).

	<u>Lodging</u>	<u>M&IE</u>	<u>Total Per Diem</u>	<u>Reimbursable Expenses</u>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: 194.25/day plus \$8.50 lodging tax.	\$194.25 Flat Rate or		\$194.25	\$8.50
	\$198 x 75% = \$148.50	\$61 x 75% = \$45.75		
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

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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. See definition in App A1.

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.

E. Contingency Operation. See definition in App A1.

*F. Regular TDY. Regular TDY includes the following options outlined in par. 4605-E:

*1. Commercial Lodging and Commercial Meals;

*2. Gov't Qtrs and Gov't Meals – Permanent U.S. Installation;

*3. Gov't Qtrs and Gov't Meals – Temporary U.S. Installation or Temporary Dining Facility/Mess Established for the COCOM/JTF Operations;

*4. Gov't Qtrs and Commercial Meals; and

*5. Commercial Lodging and Gov't Meals (in the AOR only).

4605 TDY OPTIONS

NOTE (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 2008 and [DoD FMR, 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

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

rate; and

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

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

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

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

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

*4. In absence of a COCOM/JTF commander determination, regular TDY (par. 4600-F) applies.

*B. Regular TDY (See par. 4600-F for regular TDY options)

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 DoD FMR, 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). **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. **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. **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. **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. **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

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

b. Gov't provided billeting (non-transient barracks or tents)

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

E. COCOM/Joint Task Force Operations TDY Options

SUBSIST ASHORE			
<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 Gov't 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 (Employees Only)
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR (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 4 (Employees Only)
FOOTNOTES:			
1 Full GMR = Food costs plus operating expenses.			
2 Discount GMR = Food costs only.			
3 Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)			
4. See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.			

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

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

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: MEMBERS ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5096 GENERAL**

- A. Scope. This par. covers situations in which dependent(s) return before the member's PCS, in the Gov't's best interest.
- B. Authorization. An order for dependent travel under this par. must cite the specific paragraph (par. 5098, 5100, or 5102) under which the travel is authorized.
- C. Official Notice of PCS
1. The dependent must begin travel under par. 5098, 5100, or 5102 before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, par. E4.5.5).
 2. Discussion/negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.
- D. Evacuation Travel. See Ch 6 for dependent evacuation travel.
- E. HHG Transportation ICW ERD. See Ch 5, Part A5i.
- F. POV Transportation ICW ERD. See Ch 5, Part A6d.
- G. Foreign National to Native Country. If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

Example: Member is married to a foreign national whose country of origin is Germany. The member is assigned to Munich, Germany and the dependents' home town is Hamburg, Germany. If a circumstance under Ch 5, Part A5i occurs that causes the dependent to be returned to Hamburg, then travel and transportation allowances may be authorized, to include HHG, for the dependent(s).

5098 OFFICIAL SITUATIONS

- A. Incidents. When a command sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:
1. Is embarrassing to the U.S.; or
 2. Is prejudicial to the command's order, morale, and discipline; or
 3. Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and antiterrorism considerations.

B. Dependent Travel Authorized to a Designated Place

1. Dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS/non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country.
2. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at Gov't expense to the spouse's native country (par. 5116-A4), are eligible for dependent travel and transportation allowances under par. 5098.
3. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. 5098-A3.
5. A dependent in par. 5098-A1 and 5098-A2 may not move again at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT.
6. If the dependent(s) returns at personal expense and is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.
7. Dependent travel and transportation is in addition to, and has no effect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
8. The Secretary Concerned may delegate this authority to:
 - a. The headquarters that directs the Service's dependent transportation policies/procedures for travel to a foreign born dependent's native country, or
 - b. The installation commander (O-6 or higher) or the commanding officer of the unit to which the member is assigned for
CONUS/non-foreign OCONUS designated places.

5100 NATIONAL INTEREST

*A. Dependent Travel Authorized to a Designated Place. When the Combatant Commander, with the recommendation of the major Commander of the Military Service concerned, determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander/designated representative (no lower than general/flag officer in the headquarters of the Combatant Command) may authorize travel and transportation allowances for a command sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign born, to a destination in the dependent's native country.

B. Subsequent Authority. When the determining official in par. 5100-A later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. 5074-A is authorized dependent travel and transportation allowances from the designated place/foreign OCONUS location to the current PDS to which dependent travel is authorized.

5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**A. General**

1. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized through the Secretarial Process under this par. to a designated place in the:
 - a. CONUS/non-foreign OCONUS area, or,
 - b. Dependent's native country, if the dependent is foreign born (see par. 5096-G).
2. A command sponsored dependent, of a member serving an OCONUS dependent restricted tour, is eligible for travel and transportation allowances under this par. if the dependent:
 - a. Remains at the member's old OCONUS PDS after the member's PCS, or
 - b. Is foreign born and moves at Gov't expense to the spouse's native country.
3. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under this par. when the circumstances in par. 5102-B8 apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Travel under pars. 5102-B5 and 5102-B8, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.
5. ERD may be approved, when return travel is for the reasons in pars. 5102-B2 and 5102-B5 (B-195708, 17 October, 1979).
6. Except for travel for the reasons in pars. 5102-B2 and 5102-B5, when a dependent travels without an order under circumstances described in Ch 5, Part A5i, no reimbursement for such travel is authorized even though an order is later issued under par. 5276-C4 (B-157765, 15 November, 1965).

B. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under this par. are limited to the following:

1. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing;
2. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;
3. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. (B-156558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));
4. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and wellbeing. Such determinations must be made by the COCOM Commander and considering the recommendation of the Service concerned major commander in the area. (Determination authority may be delegated no lower than general/flag officer rank in the respective COCOM Commander's

headquarters.);

5. This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)). The best interests of a member, and/or the dependent(s), and/or the Gov't are served by the movement of one or more dependents because of:

- a. Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or
- b. Other situations which have an adverse effect on the member's performance of duty.

6. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

7. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

- a. Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

- b. Such early return is in the best interest of the member, or dependent(s), and the U.S.;

8. A member is:

- a. Sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

- b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

- c. Discharged OCONUS under other than honorable conditions;

- d. Returned to CONUS for discharge under other than honorable conditions;

- e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

- f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

- g. Serving OCONUS and is transferred to a different ship or station to await trial by court martial as a deserter or straggler;

- h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

- i. Convicted by a court martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

9. In each circumstance above, it must be shown that dependent travel is in the Gov't's best interest.

10. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move.

11. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem/situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem.
 12. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained.
 13. If the member's situation does not meet the criteria, the request must be denied. Early return of a dependent(s) under par. 5102-B must be employed judiciously; it is a last resort.
 14. The Secretary Concerned may delegate the authority in par. 5102-B to:
 - a. The headquarters that directs the Service dependent transportation policies or procedures for travel to a foreign born dependent's native country, or
 - b. An officer (O-5 or higher or civilian employee equivalent), who is the activity commander level, support group commander, or the unit commanding officer, to which the member is assigned for travel to CONUS/non-foreign OCONUS location (DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
 15. For dependent travel under par. 5102-B8, decision authority rests with the officer exercising special/general court martial jurisdiction over the member.
 16. Except for travel under par. 5102-B8, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS.
 17. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. 5102-B8a through 5102-B8h may not exceed the cost from the member's last/ former OCONUS PDS or the place to which dependent was last transported at Gov't expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. 5102-B8i, such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required under this par., must support the transportation procurement documents for allowances under this par.
- C. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Gov't expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.
- D. Subsequent Authority. Authority for dependent travel and transportation allowances:
1. Is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
 2. Under par. 5074-A, whose dependent was not returned to an OCONUS area under par. 5102-C, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under Ch 5, Part A5i to the destination authorized in the reassignment order.

5104 DIVORCE OR ANNULMENTA. General

1. A member permanently stationed OCONUS whose marriage is terminated by divorce/annulment, may be authorized travel and transportation allowances for a former family member.
2. The former family member must have been a formerly command sponsored dependent, as defined in App A1, residing with the member OCONUS as specified in this par. (53 Comp. Gen. 960 (1974)).
3. The member, who was the former sponsor, should request movement of a former family member(s). If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

B. Conditions. Movement of a former dependent(s) must be in the best interest of the:

1. U.S.,
2. Member, and
3. Former dependent(s) concerned.

C. Authorization. Movement of a former family member(s) must be specifically authorized through the Secretarial Process.D. Points between which Transportation May Be Authorized. The official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

1. The U.S. or in a non-foreign OCONUS location, or
2. The native country if the former dependent is foreign born.

E. Allowances

1. If transportation is not provided by the Gov't/Gov't procured means, reimbursement for personally procured commercial transportation, and POC travel is IAW par. 5074-A.
2. Per diem is payable under par. 5094.
3. The allowances authorized by this par. are payable to the member, but may be paid directly to the former spouse when the member authorizes direct payment (B-193430, 21 February 1979).

F. Time Limits

1. Travel must be completed:
 - a. Within 1 year after the final divorce decree/annulment effective date, or
 - b. 6 months after the date the member completes personal PCS travel from the OCONUS PDS,whichever occurs first (53 Comp. Gen. 960 (1974)).
2. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.

3. Six Month Time Limit

a. The 6 month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer/designated representative at the duty station at/near which the dependent(s)/former dependent(s) is located.

b. Authorization/approval must be justified:

- (1) On an individual case basis, and
- (2) Only when the delay is not for personal preference.

c. The 6 month time limit extension may be granted for reasons such as:

- (1) Hospitalization,
- (2) Medical problems, and
- (3) School year completion

that requires that a family member remain OCONUS past the 6 month limit (61 Comp. Gen. 62 (1981)).

d. If an extension to the 6 month time limit is authorized/approved, travel must be completed within 1 year of whichever occurs first:

- (1) Final divorce decree/annulment effective date; or
- (2) Date the member completes personal travel from the OCONUS PDS incident to a PCS.

G. Return of an OCONUS Dependent

1. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

- a. Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. 5074-A;
- b. Dependent's return is for the Gov't's convenience;
- c. Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and
- d. Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. 5104-D.

2. Remarriage

- a. If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at Gov't expense is not authorized.
- b. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

H. Subsequent Authority Not Affected. Travel of a former family member is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION b: HHG WEIGHT

Effective for an order issued on/after 1 October 2007
5200 PRESCRIBED WEIGHT ALLOWANCES

A. Higher Weight Allowance Authorization

1. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case by case basis;
2. No general policy statements are permitted; and
3. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

B. Authorized PCS Weight Allowances. Except as provided in pars. 5202 and 5208-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade <i>NOTES 1 & 3</i>	With Dependents ²	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 <u>4</u>	13,000 <u>4</u>
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

NOTES:

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at Gov't expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Gov't expense,

the member has the weight allowance of a member "with dependents".

3. A member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 lbs. with dependents or,
- b. 14,000 lbs. without dependents,

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

5202 ADMINISTRATIVE WEIGHT LIMITATION

A. General

1. Factors. Establishing an administrative weight allowance is ordinarily based on the following factors:
 - a. HHG are supplied at the PDS, or
 - b. There is extremely limited space for HHG in Gov't Qtrs/private sector housing, and
 - c. There is limited storage for excess HHG.
2. Item Allowances
 - a. Item allowances (within the weight allowances table in this Part), are Service established for specific locations using par. 5202-A5 weight allowances.
 - b. Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.
3. Administrative Weight Locations. Specified administrative weight limitation locations are subject to implementation in Service regulations.
4. HHG Transportation/NTS. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.
5. Administrative Weight Allowance Restrictions Not Applicable. Par. 5202-E is usable when established administrative weight allowance restrictions do not apply to a member or location for a particular PCS move.

B. Gov't Owned Furnishings Provided. On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in App W because Gov't owned furnishings are provided for Qtrs, a member is limited to HHG transportation to the PDS of the amount listed in App W, inclusive of the amount transported as UB IAW par. 5172-H.

C. Member Married to Employee/Member

1. In all PCS situations, each member is individually authorized UB transportation, PBP&E, and required medical equipment (par. 5192).
2. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in App W:
 - a. Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs. When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.
 - b. Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs. When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.
 - c. Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs. When both members are currently assigned to different PDSs and occupy separate residences, but the new

orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

d. Member Married To Employee. If one spouse is a member and the other an employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 5648-A for the employee spouse.

D. Unaccompanied Tour Administrative Weight Limitation Policy/Request

1. Requests for unaccompanied tour location based (no Service based) administrative weight limitations should be:

- a. Coordinated locally,
- b. Sent to the Secretarial Process authority of the requesting Service for consideration/coordination (IAW Service procedures), and
- c. Sent for final review/determination by PDTATAC MAP/CAP.

2. See App W for the list of locations authorized to have administratively reduced weight limits.

3. Each request must specify the:

- a. Location,
- b. Proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction,
- c. Effective period for the decreased weight allowance, and
- d. Service(s) affected by the request (required).

4. If there are multiple Services at a location, all services are equally affected. NTS authority applies for HHG that may not be transported.

5. Locations with administratively reduced HHG weight allowances not reflected in App W are invalid.

*E. Exceptions. The Secretarial Process may authorize individual exceptions to increase the administrative weight allowance limitation when the current weight is insufficient. The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. 5200.

1. General. Administrative weight limitations do not apply to:

- a. Shipments from non-foreign OCONUS areas to any location there is no administrative weight limitation;
- b. A member with a weight allowance of less than 2,500 lbs.; or

*c. A member on duty as a U.S. Defense Attaché.

*2. Gov't Furnishings Unavailable. When a Gov't furnishings item, ordinarily provided at a new PDS, is unavailable, the administrative weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

*3. Consecutive Overseas Tour (COT). A member assigned to a COT from an unrestricted weight location to an administrative weight limitation location may request a weight increase. Secretarial Process review must

ensure the HHG transportation does not result in extra cost to Gov't. For example, NTS of HHG at origin or an authorized designated Gov't storage facility is generally more cost efficient than an increased HHG weight transportation to the administrative weight location.

*4. Extended Tour. The member extends a tour for one year or longer within the same weight limitation location.

*5. Acquired Dependent. Upon departure from an administrative weight limitation location if additional furnishings were acquired through marriage after the member was assigned to the weight limitation location. **NOTE: A member who acquires a dependent, after the PCS order effective date to an administrative weight limitation location, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that OCONUS PDS.; or**

*6. Undue Hardship. Circumstances exist that would cause undue hardship if the administrative weight limit was enforced per the Service determination.

F. Additional HHG at Member's Expense. The Gov't may transport additional HHG at the Gov't rate; but, the member is responsible for the excess weight transportation cost.

5204 NET WEIGHT DETERMINATION

A. General

1. The weight allowances are the actual weights of unpacked and uncrated HHG.
2. The weight allowances do not include accompanied baggage transported free of charge or as excess accompanied baggage.
3. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded.
4. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. 5204-B, 5204-C, or 5204-D.

B. Gov't Arranged Move

1. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is Gov't arranged, allowance is made for interior packing materials (usually paper, cardboard 'barrels', furniture wrappings, etc.) weight.
2. The HHG modified net weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.
3. The net weight minus 10% for the interior packing materials now becomes the modified net weight.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When:

- a. HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Gov't owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20% from the difference between the loaded container gross weight and the empty container stenciled weight.
- b. Only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50%.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50% from the weight upon which transportation charges are based.

D. UB. When the Gov't arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. 5204-B, 5204-C, or 5204-D, the weight is 7 lbs. per cubic foot for all shipments.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. 5204-B and 5204-C, the appropriate official may deviate from these allowances.

5206 EXCESS CHARGES

A. Gov't Responsibility

1. The Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member.
2. A Service must be repaid for the cost of transporting a member's HHG in excess of the prescribed weight allowance, unless an increased weight allowance (NTE 18,000 lbs.) has been specifically authorized.
3. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize a higher weight allowance (NTE 18,000 lbs.) for a member below pay grade O-6, but only on a case by case basis.
4. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessories, and any other costs that the Gov't paid to move the HHG.

B. Member Responsibility

1. General. The member is still financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the member and/or the AO providing transportation funds were not notified by the TO of the weight status ([CBCA 2076-RELO, 5 October 2010](#)).
2. Transportation. The member is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG (See App A1 for HHG);

d. Transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C);

e. Member requested special services, i.e., increased valuation liability cost; and

f. Transportation related costs that are Gov't incurred due to the member's/member's agent's negligence (i.e., attempted pickup and/or delivery charges). See [DoD 4500.9-R \(DTR, Part IV\), Chapter 401](#).

C. Prescribed Weight Allowance. See par. 5200 for prescribed weight allowances.

D. Erroneous Advice. Erroneous advice, or lack of advice, by/from a Gov't agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.

E. Member Payment. Payment from the member for excess charges is IAW finance regulations.

F. Excess Weight Status. When an excess weight status is known/suspected (e.g., based on observations made during a pre-move survey) prior to transportation, the TO should notify the member and the AO providing transportation funds.

G. NTS

1. The Gov't's maximum obligation for NTS is the storage cost of the difference between the member's prescribed weight allowance and the HHG weight transported incident to the same PCS order.

2. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Gov't may pay the costs associated with the excess weight storage if requested to do so by the member.

3. Excess weight storage costs are the member's financial responsibility (pars. 1015-C2h, 2000-D and 2125).

H. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (i.e., nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. 5206-J, must be prorated on the basis that the member pays the portion of the excess net weight ICW the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment that results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS

-a- When there is an administrative weight restriction:

-1- Multiple shipments to/from that area, and

-2- Weight in excess of the administrative weight allowance is transported to/from the OCONUS area,

the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member.

-b- Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

I. HHG Transportation other than between Authorized Locations

1. General

- a. A member may have HHG transported between any locations.
- b. The Gov't's expense (other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir) is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Gov't.
- c. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense

- a. When HHG are transported to a designated place at Gov't expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS.
- b. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at Gov't expense) from Detroit, MI.
- c. Personally procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

J. Transportation of Unauthorized Articles

1. Non-HHG articles (see App A1 for HHG) must be transported apart from authorized HHG.
2. The member should arrange for separate transportation.
3. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles.
4. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. 5206-H.

K. HHG Transportation with Special Routing or Services Provided.

1. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.
2. Subject to pars. 5206-B2, through 5206-J and upon the member's/heirs' (of a deceased member) written request and agreement to pay any additional cost, the member/heirs may:
 - a. Turn over the HHG to a TO for transportation at different times to the same destination;
 - b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
 - c. Have transportation between any points, limited to the cost in par. 5206-I. However, it must not be applied to HHG if the member is not authorized a HOS move;
 - d. Have HHG transportation of one final HHG shipment of articles legally awarded to a former spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

L. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. 5200. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 5: HHG

SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

5212 GENERAL

- A. General. NTS is all storage other than SIT (see par. 4565-B). See App A1, non-temporary storage (NTS).
- B. Authority. NTS may be authorized/approved by the official designated by the Service concerned in facilities determined to provide best value to the Gov't.
- C. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A1, non-temporary storage (NTS).
- D. Weight Limit. The total HHG weight transported, plus the HHG weight in NTS (at Gov't expense on the same PCS order) should not exceed the weight allowance in par. 5200.
- E. Excess Weight. If the HHG weight in NTS, plus the HHG weight transported on the same order, exceeds the weight allowance, the member is financially responsible for the excess cost (pars. 1015-C2h, 2000-D and 2125).
- F. Excess Weight Charges
1. At the member's request, the Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member.
 2. Payment for the shipment, and collection from the member, for excess charges are IAW Service regulations (par. 5206).
- G. Personally Procured NTS. See par. 5210-D.

5214 PLACE OF NTS

- A. General. Except as otherwise provided in par. 5212, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Gov't.
- B. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
- C. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time another order is issued which authorizes the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

5216 NTS AS AN ALTERNATIVE TO TRANSPORTATION

- A. General. A member is authorized NTS (IAW par. 5212) as an alternative to transportation of any of the member's HHG when storage is in the Gov't's best interest.

B. Limitation. NTS ***must not be authorized*** as an alternative to the transportation under par. 5298-A incident to return of dependents under par. 5102-B8.

C. Circumstances. With the above exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process.

D. Authorized Location. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

5218 NTS OF HHG CURRENTLY IN SIT

When HHG are in SIT on the date another order is issued under which NTS is authorized, the authorized period of NTS begins on the latter order effective date (par. 5254 or 5256).

5220 WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE

A. General

1. A member, whose HHG were placed in NTS, is authorized to withdraw any/all HHG from storage in lieu of continued NTS.
2. No further transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as otherwise provided in this Part ([45 Comp. Gen. 771 \(1966\)](#)).

B. Limitation. The HHG withdrawn must be for use by the member/dependent(s) in establishing or augmenting a place of residence.

C. Withdrawal Cost. Withdrawal, a short distance move, unpacking, and uncrating are at Gov't expense.

5222 NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T CONTROLLED QTRS OR PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR HOUSING

A. Occupancy of Gov't/Gov't Controlled Qtrs or Privatized Housing

1. NTS in pars. 5222-A1a and 5222-C applies to a member assigned to:
 - a. Gov't/Gov't controlled Qtrs or privatized housing in CONUS, and
 - b. OCONUS Gov't/Gov't controlled Qtrs if specifically authorized in Service regulations.
- *2. Neither the weight allowance in par. 5200 nor the 18,000 lb. limit imposed by [37 USC §476](#) applies to par. 5222-A.
3. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under par. 5222-A.
4. See pars. 5320-F or 5318-G, respectively, for authority for a short distance move when a member is required to vacate Gov't/Gov't controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service.
5. See par. 5262 for a short distance move incident to assignment/termination of Gov't/Gov't controlled Qtrs or privatized housing under other circumstances.

B. Moving to and from Gov't Qtrs

1. Authorized. A member is authorized NTS of HHG that cannot be accommodated in assigned Gov't Qtrs for moves directed by competent authority on the basis of a Service requirement, such as:

- a. Assignment to Gov't Qtrs to use idle housing facilities (par. 5232-D21);
- b. Vacating Gov't Qtrs (i.e., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
- c. Reassignment to Gov't Qtrs when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).

2. Not Authorized

- a. NTS is not authorized incident to Gov't Qtrs assignment for the member's convenience or morale.
- b. If a member voluntarily vacates Gov't Qtrs for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the Gov't Qtrs, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Gov't Qtrs, is authorized.
- c. NTS must not be authorized under par. 5222-A when Gov't Qtrs assignment termination is incident to the advance return of dependents and HHG under par. 5298-B or early return of dependents and HHG under par. 5102-B8.

3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in Gov't Qtrs.

C. Moving to and from Privatized Housing

1. Authorized NTS. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- a. Assignment to privatized housing to use idle housing facilities (par. 5232-D21);
- b. Vacating privatized housing (e.g., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
- c. Reassignment to privatized housing when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).

2. NTS Not Authorized

- a. NTS is not authorized incident to privatized housing assignment for the member's convenience or morale.
- b. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized.
- c. NTS must not be authorized under par. 5222-A when privatized housing assignment termination is incident to the advance return of dependents and HHG under par. 5282-B or early return of dependents and HHG under par. 5102-B8.

3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in privatized housing .

D. Moving from Gov't Controlled Qtrs

1. NTS of HHG is authorized within the time limits in par. 5232-D23:

a. When a member occupying Gov't controlled Qtrs is directed by competent authority to vacate the Gov't controlled Qtrs:

(1) Because the Gov't controlled Qtrs are found to be unfit for occupancy, or

(2) To meet an unusual Service operational requirement, or

b. ICW a short distance move between the Gov't controlled Qtrs and the NTS facility incident to vacating and reoccupying the Gov't controlled Qtrs, or

c. Between the NTS facility and Gov't Qtrs if such Qtrs were occupied in lieu of reoccupying the vacated Gov't controlled Qtrs.

2. If vacating the Gov't controlled Qtrs is for a temporary period, the member is authorized a combination of a short distance move under par. 5262 and NTS under par. 5222-A.

E. Incident to Vacating Local Private Sector Housing

1. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing ([52 Comp. Gen. 293 \(1972\)](#)). See par. 5264-A for authority for a short distance move in such situations.

2. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension.

a. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy ([51 Comp. Gen. 17 \(1971\)](#) and [59 id. 626 \(1980\)](#)).

b. NTS is authorized until the member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order.

c. A short distance move from NTS to Gov't or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour.

d. See par. 5264-B for authority for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

5224 NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING SHORTAGE

A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

5226 SUCCESSIVE NTS AUTHORIZATION PERIODS

A member, whose HHG are in NTS when another order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter order.

5228 ORDER AMENDED, MODIFIED, CANCELED OR REVOKED

See par. 5256 for NTS authority when an order is amended, modified, canceled or revoked.

5230 NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR/PLEAD under par. 5320 is authorized NTS, unless prohibited in par. 5320. See par. 5320-B1 for NTS time limitations.

B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period NTE 1 year from the date of active duty termination. The authority and circumstances in par. 5318-C apply for extending the 1 year storage limit.

5232 TIME LIMITS.

A. General. NTS authority is based on the member's status IAW the following table.

B. Authority Duration. The authority begins on the date the order is issued and continues as long as the situation exists. When authority termination in one situation is followed by the beginning of another NTS situation, the NTS period is continuous.

C. SIT. See par. 5236 for authorization for SIT for periods after NTS authority termination.

D. NTS Status Table

<u>Situation</u>	<u>Storage Termination</u>
1. PCS with TDY en route (par. 5284).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. 5286).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. 5288).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. 5290).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await an order, detail, assignment or separation (par. 5292).	5. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. 5224).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the storage place vicinity (par. 5294) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (par. 5294 for storage in

Situation	Storage Termination
	excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. 5296-A and 5216).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any par. 5296-B condition.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty ICW such ship (par. 5296-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. 5296-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. 5264-B).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
13. Separation from the Service or relief from active duty (par. 5320).	13. As prescribed in par. 5320-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. 5318).	14. As prescribed in par. 5318-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. 5276-C3).	15. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. 5300).	16. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. 5316-D3a).	17. One year after date of death. If the member described in par. 5316-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse/member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse/member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. 5316-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (par. 5000-B6).
19. Member is declared dead while in a missing status (par. 5316-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. 5316-E).	20. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. 5216).	21. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Gov't Qtrs or privatized housing (par. 5222-B).	22. Date member is ordered to relinquish Gov't Qtrs/privatized housing.
23. Assignment to Gov't Qtrs or privatized housing is	23. Date member is subsequently assigned to Gov't

Situation	Storage Termination
terminated or member is required to vacate Gov't Qtrs or privatized housing temporarily (par. 5222-B).	Qtrs, privatized housing or to other Qtrs under a Service's jurisdiction, is authorized to return to previously vacated or similar Gov't Qtrs/privatized housing, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate Gov't controlled (par. 5222-C).	24. Date member is authorized to reoccupy these Gov't controlled Qtrs, is assigned Gov't Qtrs/privatized housing, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Gov't owned furniture and appliances that displace similar privately owned items in Gov't Qtrs/Gov't controlled Qtrs, privatized housing (par. 5222).	25. Date member is ordered to relinquish the Qtrs.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time NTE the member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. 6050)	28. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the OCONUS PDS vicinity is authorized.

5234 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to SIT, in whole or in part if the member is authorized transportation/NTS, under an order.

B. Conversion Cost. The conversion is at Gov't expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's financial responsibility.***

C. Additional HHG Storage. Unless otherwise provided in par. 5244, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 5: HHG

SUBSECTION f: LOCAL MOVES

5258 GENERAL

Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in this section) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. 5260),
2. Moving to/from Gov't Qtrs or privatized housing (par. 5262),
3. Vacating local economy housing under certain circumstances (par. 5264-A),
4. Involuntary tour extension (par. 5264-B),
5. Separation (par. 5320-F and par. 5260-E),
6. Retirement (pars. 5318-G and 5260-E), or
7. Death of the midshipman/cadet owner (par. 5304).
8. Foreclosure on rental housing while under a lease (par. 5264-C).

5260 SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS

A. General. There are two types of short distance moves incident to PCS (pars. 5260-C, 5260-D and 5260-E):

1. Intra-City Move. A move within the PDS limits, and
2. Inter-City Move. A move in the metropolitan area.

B. Reassignment between Activities at the Same PDS (NOT A PCS)

1. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DOD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:
 - a. Mission essential,
 - b. In the Gov't's best interest, and
 - c. Not primarily for the member's convenience.
2. The short distance HHG move must be to a residence from which the member will commute daily.
3. Service regulations may require certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. 5116-B. Otherwise certification is not required for these short distance HHG moves.

4. Par. 5260 does not apply to retirement/separation from the Service.

C. PCS between PDSs Located in Proximity

1. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

- a. Mission essential,
- b. In the Gov't's best interest, and
- c. Not primarily for the member's convenience.

2. Permanent duty stations are in proximity to each other if:

- a. Both are in an area ordinarily serviced by the same local public transit system, or
- b. A member could commute daily from home to either PDS.

3. The short distance HHG move must be to a residence from which the member will commute daily.

D. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

E. Separation from the Service or Retirement

1. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town (intra-city), or metropolitan area (inter-city) is authorized when a member is:

- a. Separated from the Service or relieved from active duty IAW par. 5320, or
- b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay IAW par. 5318.

2. This short distance move is the final HHG transportation authorized by par. 5320 or 5318.

5262 SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION

A. Application. This par. applies worldwide to every member, except incident to:

1. Separation/relief from active duty under honorable conditions, or
2. Retirement from the Service.

*B. Weight Limit. Neither the weight allowance in par. 5200 nor the 18,000 lb. limit imposed by [37 USC §476](#) applies to this par. except in par. 5262-D.

C. NTS. See par. 5222 for NTS incident to Gov't/Gov't controlled Qtrs or privatized housing occupancy.

D. Short Distance Moves. See pars. 5320-F and 5318-G, respectively, for short distance moves when the member is required to vacate Gov't/Gov't controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement. The prescribed weight allowances in par. 5200 apply.

E. Moving to/from Gov't Qtrs

1. A member is authorized a short distance HHG move (between Gov't Qtrs and the residence from which the member is to/did commute on a daily basis to the PDS) for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to Gov't Qtrs to use idle housing,
- b. Vacating Gov't Qtrs (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to Gov't Qtrs when the conditions in par. 5262-E1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from Gov't Qtrs, is not authorized to accommodate a member's personal problems, convenience, or morale.

F. Moving from Gov't Controlled Qtrs

1. When a member, occupying Qtrs under a Service's jurisdiction (other than Gov't Qtrs), is directed by competent authority to vacate the Qtrs:

- a. Because they are unfit for occupancy, or
- b. To meet an unusual Service operational requirement,

the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS.

2. If vacating the Qtrs is for a temporary period, the member is authorized a combination of a:

- a. Short distance move and/or NTS under par. 5222-C, and
- b. Return short distance move from the temporary residence and/or NTS.

G. Moving to/from Privatized Housing

1. A member is authorized a short distance HHG move (between privatized housing and the residence from which the member is to/did, commute on a daily basis to the PDS) for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to privatized housing to use idle housing,
- b. Vacating privatized housing (e.g., an authorization/order, unfit for occupancy, an unusual Service operational requirement), or
- c. Reassignment to privatized housing when the conditions in par. 5262-G1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did/is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.

5264 SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS

A. Member Directed by Competent Authority to Vacate Local Economy Qtrs

1. A member is authorized a short distance HHG move, at Gov't expense, from local economy Qtrs to other local economy Qtrs (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the Qtrs for the Gov't's convenience.
2. Example: When the member is directed by competent authority to vacate local economy Qtrs because the commander has:
 - a. Determined the member's residence does not meet Service health/sanitation standards, or
 - b. Placed the housing area/complex off limits.
3. Except as noted in par. 5264-B, when a member moves from local economy Qtrs as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement ([52 Comp. Gen. 293 \(1972\)](#)).
4. For NTS, see par. 5222-E1.

B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension.

1. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy ([51 Comp. Gen. 17 \(1971\)](#) and [59 id. 626 \(1980\)](#)).
2. When the member relocates during the extended tour, a short distance move is authorized:
 - a. To other local economy Qtrs,
 - b. From NTS to Gov't or economy Qtrs. (For NTS, see par. 5222-E2.)

C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

1. An Armed Forces member/dependent(s) who relocate, from leased/rented private housing due to a foreclosure action against the landlord is authorized a short distance HHG move.
2. ***This provision does not apply if a member and/or dependent is the homeowner.***
3. The HHG move authority is to another dwelling from which the member is to commute daily to the PDS (or at a location at which the dependent resides).
4. The PCS HHG weight limitations in par. 5200 apply.
5. Before this authority is used, a member is encouraged to exhaust remedies available under the Service members Civil Relief Act ([50 USC, App 531](#)) and state law.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **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. 5153); 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 Qtrs

1. 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 [DoD FMR 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 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 A1).
- (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) Non-availability must be documented, by the member, by one of the following:

*(a) A non-availability confirmation number provided by the Service's lodging registration process; ***or***

*(b) The date the member attempted to make reservations, along with the phone number and name of the billeting 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.

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>	
<p>Member #1 (with 1 dependent)</p>	
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
<p>Member #2 (with 1 dependent)</p>	
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>	
<p>Member #1 (with 2 dependents)</p>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	<p>125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25</p>
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	<p>\$120.00 vs. \$116.25 \$116.25</p>
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	<p>\$70.00 + \$116.25 = \$186.25</p>
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	<p>\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50</p>
<p>Member #2 (with 2 dependents)</p>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	<p>125% x \$56.00 = \$70.00 125% x \$93.00 = \$ 116.25</p>
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	<p>\$120.00 vs. \$116.25 \$116.25</p>
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	<p>\$70.00 + \$116.25 = \$186.25</p>
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	<p>\$290.00 vs. \$186.26 \$186.25/day x 10 days = 1,862.50</p>
<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\% \times \$51 = \99.45 $195\% \times \$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 \times \$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. $\$323.70$ $\$290/\text{day} \times 8 \text{ days} = \$2,320.00$

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 B: **EMPLOYEES ONLY**

SECTION 8: PET QUARANTINE

5764 GENERAL

This Part clarifies pet quarantine reimbursement and/or transportation for PCS moves.

5766 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge ([B-206538, 14 September 1982](#)), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. 5818-D7.

5768 GENERAL PET INFORMATION

*A. Gov't Funded Pet Transportation Not Authorized. *Pet transportation for household pets (defined as a cat or dog) is not a separately reimbursable expense, but can be claimed under MEA IAW par. 5818-E8.*

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 and <http://www.cdc.gov/ncidod/dq/animal/index.htm>

C. U.S. Fish and Wildlife (FWS) Service Requirements. An employee 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. An employee who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, (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 employee's financial responsibility. Reimbursement is not authorized.*

*1. TQSA or TQSE – lodging expense incurred for the employee's pet (e.g., a second hotel room). Adopted from [GSBCA 15843-RELO, 24 July 2002](#).

*2. Kennel/boarding fees (e.g., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee'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, and examination costs which are necessary to bring a pet to the new PDS). Adopted from [GSBCA 16827-RELO, 14 April 2006](#).

5770 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 9: TEMPORARY LODGING

SUBSECTION c: TQSE ACTUAL EXPENSE (TQSE(AE))

5798 TQSE(AE) OPTION

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

- *1. \$140 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2015), or
2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

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

5800 AUTHORITY

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

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

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

5802 LIMITATIONS

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

B. Time Limitations

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

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

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

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

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

[RELO, 8 August 2005](#), and par. 5776-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. *TQSE(AE) must never be paid for more than a total of 120 days.*

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

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. 5776-B applies, from the date the HHG are delivered.

5804 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.

2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. 5518.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

b. Necessary official duties such as an intervening TDY assignment/military duty; or

c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. 5804-B2above:

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

4. Temporary Lodging Occupancy Interrupted by Official Travel

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

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

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

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

5806 RECEIPTS AND SUPPORTING DOCUMENTATIONA. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. 5806-A2 and 5806-A3.
2. Receipts. DoD FMR 7000.14-R, Volume 9 requires a receipt for:
 - a. Lodging costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
 - a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
 - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

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

5808 PAYMENT

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

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. 5804);
 - b. A reasonable amount; and
 - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. 5774-D4).

a. **Example 1.** An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement, IAW par. 2710-A2.

b. **Example 2.** An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement IAW par. 2710-A2.

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

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

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

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount ([GSBCA 16836-RELO, 5 June 2006](#)). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, if otherwise eligible.

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

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

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). Par. 5780 explains limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.
5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. 4160-A ([50 Comp. Gen. 647 \(1971\)](#), [52 id. 730 \(1973\)](#), [CBCA 1573-RELO, 17 November 2009](#), [B-191831, 8 May 1979](#), [B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#)). ***An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.***

1. Computation Rules. ***Step 1:*** Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. ***Step 2:*** Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.
 - a. **Example 1**. The employee claimed \$960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - \$800 and utilities - \$160. The actual TQSE daily lodging cost is \$48 (\$960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$960 (\$48/day x 20 days) for lodging during the authorized TQSE period.

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

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. 4165-B when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

5810 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction

a. General

(1) If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part B13 - HHT).

(2) For example, if an employee is:

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

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

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

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

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

First 21 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. 5810-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. 5802-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. 5808-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the 2nd 30 days.

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

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

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

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

27 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. 5884-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. 5884-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

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

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. 5840-B2a)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. 5884-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. 5884-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. 5840-B2a) and 25 days TQSE(LS) for the employee and dependents

8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. 5884-B2a and TQSE(LS) for 25 days as indicated in par. 5796.

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

g. Example 6 -- Initially Authorized a 10-day HHT (Lodging Plus Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. 5802-B2

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

First 20 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

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

*a. CONUS. **\$140**, Standard CONUS per diem rate (*effective 1 October 2015*).

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

c. First 30 Days

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

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

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

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

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$123) in pars. 5810-A2a through 5810-A2d are \$123, \$92.25, \$92.25, and \$61.50, respectively, if the temporary lodging is occupied in CONUS.

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

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

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. 5810-A2a through 5810A2d are \$92.25, \$61.50, \$61.50, and \$49.20 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*), the additional days must be computed at the same rates allowed for the second 30-day period in par. 5810-A2d above. *The total time period for which TQSE(AE) may be paid may never exceed 120 days.*

B. Computation Examples

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

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

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

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

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

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

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

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

CHAPTER 6

EVACUATION ALLOWANCES

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 - B. DoDD 3025.14, "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013
 - C. DoD Services, DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoD FMR, Vol. 7A))
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 - E. Evacuation Allowance Payments
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 - B. Pay and Allowances
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- 6505 FOREIGN AREA EVACUATION
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CHAPTER 6: EVACUATIONS

PART B: **EMPLOYEES ONLY**

SECTION 1: EVACUATION TRAVEL

6500 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for Gov't expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Ch 6, Part B3a for foreign area evacuations.
3. See Ch 6, Part B3b for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. [DoDI 1400.25, Vol. 1250](#) DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part B3a, DSSR, Section 615 for foreign area evacuations.
3. See Ch 6, Part B3b, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

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

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part B3 for an annotated extract of DSSR, Ch 600, modified to relate to a DoD civilian employee.
3. The DoS regulations apply for evacuations from, or within, any foreign area. See App A1 for "foreign area".

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

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

E. Office of Personnel Management (OPM) Regulations

1. OSD/CPD adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments during Evacuation.
2. See Ch 6, Part B3b for DoD implementation of 5 CFR, Part 550, Subpart D.
3. OPM regulations apply to U.S. and non-foreign OCONUS area (see App A1) evacuations.

6505 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part B3a.

B. Authorizing/Ordering an Evacuation

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

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

- a. Return to the PDS from which evacuated;
- b. Transfer or reassignment of the employee to another PDS;
- c. Return to actual residence; or
- d. Transportation to the final safe haven.

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

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

D. Subsistence Expense Allowance (SEA). See Ch 6, Part B3a for SEA.

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

6510 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part D and par. 6510-D.

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

1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD Component and the employees' dependents (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The [directory](#) lists office symbols and phone numbers for Civilian Advisory Panel members.*);
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for employees of the respective Service and the employees' dependents;
3. The head of a DoD Component (see App A1) or designated representative;
4. The commander of a U.S. Installation (see App A1) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. 6510-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:
 - a. Return to the PDS from which evacuated;
 - b. Transfer/reassignment to another PDS; or
 - c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).
2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).
3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.
2. When an official designated in par. 6510-B authorizes/orders a limited evacuation, transportation allowances are limited to:
 - a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return; or,
 - b. Reimbursement on a mileage basis, at the applicable rate in par. 2600, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part B3b, Section 550.405.
2. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

6515 SAFE HAVEN

- A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part B3a, par. 610(I).
- B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part B3b, par. 550.402(g).
- C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at Gov't expense.
- D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Gov't Qtrs, determined to be suitable by the appropriate authority in par. 6510-B who authorized/ordered the limited evacuation. See par. 6510-D.

6520 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

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

6525 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE ([FTR §302-9.11](#))

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

6530 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at Gov't expense IAW the provisions in Ch 5, Part B6b, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

***6532 PET TRANSPORTATION AND QUARANTINE**

*A. General. An employee 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. An employee is authorized transportation to and from the safe haven location incident to an evacuation from a foreign PDS for up to two household pets the employee owned at the evacuated foreign PDS. The employee may be reimbursed up to the constructed cost to the Gov't for transporting the pets.

*C. Pet Quarantine. The employee may be reimbursed quarantine fees for up to two household pets transported from the evacuated foreign location.

*D. Restrictions. An employee traveling on a separation order is not authorized reimbursement for pet transportation and/or quarantine. *Any cost related to these exclusions is the employee's financial responsibility. Reimbursement is not authorized.*

6535 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Ch 5, Part 5B9.

CHAPTER 6: EVACUATIONS**PART B: EMPLOYEES ONLY****SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA****SUBSECTION d: DSSR, CH 600 FAQs****FREQUENTLY ASKED QUESTIONS ON EVACUATION**

Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

6570 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)**1. Q: What is the difference between an authorized and an ordered departure?**

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employee/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management ("USSM") approves evacuation status for the PDS, authorized or ordered, the 180 day clock "begins ticking".

2. Q: Do all U.S. Gov't Agencies subscribe, follow or adhere to the DSSR on evacuations?

A: IAW DSSR, Sec 645 all Agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, Agencies desiring to deviate from DSSR, Ch 600 must seek the Secretary of State's authorization before doing so. The dependents of uniformed personnel are covered separately under JTR, Ch 6, Part A.

SAFE HAVEN**3. Q: How does a dependent select an official safe haven and on what is the Subsistence Expense Allowance (SEA) based?**

A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (par. 6505-C2) for a reason/reasons other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. See Q&A 5 for transporting dependents to join subsequently evacuated employee.

4. Q: What benefits are available for dependents going to an authorized alternate safe haven?

*A: If the "official" safe haven is the fifty United States or the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the Agency head/designee authorizes the alternate safe haven as being in the Gov't's best interest (DSSR, Sec 614c). Within DoD, PDUSD (P&R) may authorize an alternate safe haven

(phone (703) 697-2086 or DSN (312) 227-2086). *The employee cannot simply choose an alternate safe haven.* The employee must travel to the official safe haven (DSSR, Sec 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; and (2) limited SEA based on the lowest per diem rate of the official safe haven, authorized alternate safe haven, or Standard CONUS - \$140 as of 10-1-15. The lowest is usually the Standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, Secs 621.1d and 621.2d). *Diplomatic immunities, privileges, or services are not available at the alternate safe haven.*

5. **Q: May previously evacuated dependents join the employee at the employee's official safe haven?**

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, Sec 631a(1)).

6. **Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?**

A: IAW these travel regulations (DSSR), an employee accompanying dependents, unable to travel alone, to the official or authorized alternate safe haven is reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. **Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?**

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, Sec 633.2 and DSSR, Sec 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, Sec 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, Sec 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. **Q: When do SEA benefits start for evacuees?**

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. **Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, Sec 632.1, at the full amount for the first evacuee or at the additional dependent amount?**

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger dwelling. See FAQ 14.

10. ***Q: Can an employee and dependents on RAT or on FEML receive SEA payments?***

A: An employee and dependents cannot receive SEA while on RAT or in FEML status (DSSR, Sec 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. ***Q: What if the employee/dependent is in MEDEVAC/health care travel status?***

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. ***Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?***

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, Sec 632.4).

13. ***Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?***

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, Sec 632.1, "There is only one 'first evacuee', except as provided under DSSR, Sec 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven locality per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven locality per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, Sec 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a "lodging related" expense).

14. ***Q: If more than one hotel room or larger Qtrs is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven locality per diem rate?***

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

- (1) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);
- (3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and
- (5) First Evacuee plus four or more dependents.

15. Q: What if I have a special family composition not included as one of the five in FAQ 14?

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

16. Q: Is my nanny/caregiver eligible for SEA?

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, Sec 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. Q: When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel authorization/order to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. Q: Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?

A: Yes. Under DSSR, Sec 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation related expenses. Advance payment may be for a maximum of 30 days 'salary' based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES**19. Q: What happens to the "away from post" education allowance when an evacuation takes place?**

A: The "away from post" education allowance continues until the current school year end. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the "away from post" education allowance (DSSR, Sec 633.2).

20. Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, Ch 600?

A: Under the evacuation benefits law, only an employee and dependents who are temporarily away from the PDS at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, Sec 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

- (1) The employee's transfer travel authorization/order must have been issued.
- (2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and

(3)(a) HHG are packed and the residence is vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of the residence; or (c) the employee transferring from a foreign PDS with a direct transfer authorization (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate the residence.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, Sec 262.1.

21. **Q:** *Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? See FAQ 22 for education.*

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, Sec 264.2(2)).

22. **Q:** *Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, Sec 262.3b)?*

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, Sec 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the current school year final semester (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, Sec 267.1b for rates.

23. **Q:** *What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?*

A: An employee whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, Sec 262.3a). An employee whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, an employee may consider the "away from post" education allowance option. See DSSR, Sec 276.23 for details. Since SMA payments are not retroactive, the employee should submit Standard Form (SF) 1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. **Q:** *If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent's departure from the PDS, which takes precedence?*

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee's travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. **Q:** *How long is an evacuation order valid for return travel to the PDS?*

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. ***Q: Whose travel authorization should address dependent children when only one of a tandem couple is evacuated??***

A: In this case, the children are on the evacuating employee/parent's travel authorization.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial lodgings submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, Sec 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UB AND PRIVATELY OWNED VEHICLE (POV)

28. ***Q: Do I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, Sec 631b).

29. ***Q: If I do not have UB shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get UB shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the UB from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents \$250; First evacuee with one dependent \$450; and First evacuee with two or more dependents \$600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as UB.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/UB is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. ***Q: Can I transport a POV from the PDS to the safe haven point?***

A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, Sec 631b) is authorized at a rate of \$25 per day regardless of the number of dependents. Receipts are not required.

CHAPTER 9: STATION ALLOWANCES**PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS****MEMBERS ONLY****9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS**

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

B. Member Assigned to Duty Aboard a Two Crew Submarine (SSBN). The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two crew nuclear submarine (SSBN) and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances IAW pars. 2255-C and 4090-Q ([57 Comp. Gen. 178 \(1977\)](#)).

2. Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA ([53 Comp. Gen. 535 \(1974\)](#)). COLA is authorized for a member without dependents assigned to a two crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

*A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized/approved by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

b. Par 5114-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Dependent Restricted Tour/Unusually Arduous Sea Duty. A member with dependents, assigned to a dependent restricted tour or unusually arduous sea duty, who moves dependents under:

a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

b. Par. 5116-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

Part D: Misc Conditions Affecting Allowance Payments (Members Only)

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. 9205-C.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Gov't expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. 9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A1) at personal expense, stop station allowances based on the old location the day before the dependents departed. *Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.*

9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE

A. When Separate Households are Maintained. When a member married to member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member married to member E-5 and below serving on sea duty, par. 9115-B9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: TLA is not payable incident to an evacuation.

A. A Member with Command Sponsored Dependents

1. Cost of Living Allowance. COLA at the with dependents rate is terminated (Par. 9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

C. Deferred Travel. When dependent travel to the new OCONUS PDS is deferred pending housing availability, COLA at the old OCONUS PDS or designated place continues until the dependents depart or for 60 days after dependent travel to the new PDS is authorized. The Secretarial Process may extend the 60 day period (see par. 10406). TLA for dependents may be authorized/approved IAW par. 9170.

D. Other Circumstances. When there is a Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or member's pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

E. Assigned to Gov't Qtrs. When dependents are assigned to Gov't Qtrs ICW advance arrival at a member's OCONUS PDS, during delayed departure from a member's OCONUS PDS, or other circumstances in par. 9220-D, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Gov't Qtrs, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

NOTE 1: Prior to a change to [37 USC §475](#) authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed [37 USC §475](#) by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.

NOTE 2: A member may be authorized dual COLA at the with dependent rate based on the dependent's location and the without dependent rate at the member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel or other circumstances in par. 9220-D thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR FOREIGN BORN DEPENDENTS EARLY RETURNED

A member, whose foreign born dependents are authorized early return travel to the native country under par. 5096, is authorized station allowances at the with dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. [DoDI 1315.18](#), Procedures for Military Personnel Assignments, par. E4.7.

9230 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 station allowances under this Chapter.

B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station 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. 10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 13: RESERVE COMPONENTS

MEMBERS ONLY

10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. 10428-B or for an AGR member as provided in par. 10428-C. A member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. ***Do not add periods of active duty previously served to obtain the more than 30-day requirement*** (Table 10E-16 and par. 10428-E).

NOTE: See par. 10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty except for an AGR as prescribed in par. 10428-C.

Effective 3 April 2013

C. AGR. An AGR member's BAH/OHA is based on the PDS, even when the member is mobilized for active duty other than AGR duty provided the member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before **3 April 2013** receiving BAH/OHA based on primary residence continues to receive that rate until the member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective **3 April 2013** for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to **3 April 2013** if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. 10428-B or 10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to Gov't Qtrs, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate

1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. 2240-B), the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty) except IAW par. 10428-E1e.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

(1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

(2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. 7355-F2b(2), or

(3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part A5, continues to receive primary residence-based BAH/OHA except as provided in par. 10428-E1e.

*e. Member Without Dependents OCONUS. An RC member without dependents or who has no dependents other than for whom the member is paying child support and that member is not authorized FSH IAW par. 10414:

(1) authorized PCS allowances to an OCONUS location, and

(2) not authorized PCS HHG transportation due to a prospective period of less than 12 months (par.5194), and

(3) Gov't Qtrs are not available at the PDS

*receives BAH/OHA based on the primary residence. If Gov't Qtrs are available for assignment to the member at the PDS, the member receives only primary residence-based BAH/OHA. However, the Service may determine that it is inequitable to pay a housing allowance based on the primary residence. The Secretarial Process may authorize/approve a housing allowance based on the PDS.

HHG transportation under a TDY order IAW Ch 4, Part E1, does not affect this housing allowance authority. See par. 10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. 10004 provided the member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

RESERVE COMPONENT MEMBER

Table 10E-16				
R U L E	If member is (<i>NOTES 1 and 2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<i>NOTE 3</i>)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3		Yes	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS (<i>NOTE 4</i>).
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS (<i>NOTE 4</i>).
5		No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day (<i>NOTE 5</i>).
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
7	Called/Ordered to	No	No	Start BAH-RC beginning on first active duty day.
8	Active Duty for 30 or fewer Days	No	Yes	Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.

Table 10E-16				
R U L E	If member is (<i>NOTES 1 and 2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<i>NOTE 3</i>)
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DoDD 1241.01 (<i>NOTE 6</i>)			Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay (<i>NOTE 7</i>).
10	AGR member mobilized for active duty without a break in service	No	Yes or No	Continue BAH/OHA based on AGR PDS.
11	AGR member mobilized for active duty without a break in service	Yes	Yes or No	Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.

NOTES:

1. A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.
3. A lease agreement or verifiable purchase price is required before OHA payment.
4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) Gov't Qtrs at the PDS.
5. An RC member without dependents authorized PCS allowances to an OCONUS location, but not authorized HHG transportation, and Gov't Qtrs are not available, receives BAH/OHA based on the primary residence rate, unless the Secretarial Process authorizes/approves the PDS rate, IAW par. 10428-E1e.
6. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:
 - a. Active duty;
 - b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).
7. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. [37 USC §204\(g\) and \(h\)](#), [DoDD 1241.01](#) and [DoDI 1241.2](#) for offsets.

CHAPTER 10: HOUSING ALLOWANCES**PART E: ASSIGNMENT SITUATIONS****SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE****MEMBERS ONLY****10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE**

A. General. The FSH allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. It 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, or to a PDS in CONUS to which concurrent travel has been denied. General conditions are:

- *1. Dependent transportation to the PDS is not authorized at Gov't expense under [37 USC §476](#);
2. Dependents do not reside in the PDS vicinity; and
3. Gov't Qtrs are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. 10414-B1 and 10414-B2. FSH-B is payable in a monthly amount *equal to* the without dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount *up to* the without dependent OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawai'i or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Gov't Qtrs are not available and the member has obtained private sector housing.
2. FSH – OHA Based Location (FSH-O) is payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. 10022), utility/recurring maintenance allowance (par. 10024), MIHA (par. 10026), and advances (par. 10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
- *2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under [37 USC §476](#), just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under [37 USC §476](#), because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;
3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or
4. Member elects not to occupy available assigned Gov't Qtrs and resides in a private sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.
2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90 day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.
3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B.
4. For consistent action on FSH changes with other housing allowances see par. 10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. 10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. 10404.
2. Gov't Caused delays. See par. 10406.
3. Early return of dependents. See par. 10410.
4. Evacuation. See par. 10426.
5. Concurrent Dependent Travel Denied in CONUS. See par. 5136.

G. Decision Logic Table

CONDITIONS AFFECTING FSH AUTHORITY		
Table 10E-11		
RULE	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS or the day the member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Gov't Qtrs	Continues through the day before the day Gov't Qtrs become available for assignment
5	Enters a non-pay status	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <u>1/</u>

NOTES:

1. Payment must be supported by member's certification that the member maintained private sector housing at the PDS.

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APPENDIX A: DEFINITIONS & ACRONYMS

*PART 1: DEFINITIONS

As used in the JTR, and unless otherwise specifically provided in the JTR, the following definitions apply.

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

ACCOMMODATIONS

A. FEMA-Approved Accommodations. Any place of public lodging listed on the [National Master List of Approved Accommodations for Federal Travelers](#). This list is compiled, periodically updated, and published in the Federal Register by FEMA.

B. Common Carrier

1. Other Than Economy/Coach

a. First Class (see par. 3510-A). First class:

(1) Is the highest accommodations class, for cost and amenities, offered by:

- (a) Airlines,
- (b) Trains, and
- (c) Ships.

(2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

b. Business Class. Business class is:

(1) Other than the least expensive unrestricted economy/coach accommodations offered by airlines, trains, or ships that is higher than economy/coach and lower than first class for cost and amenities..

(2) Referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline/train/ship.

(3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express).

(4) Found in par. 3510, ICW business class transportation authority (restricted to the two star flag level and civilian equivalents).

3. Economy/Coach. Economy/coach:

a. Is the least expensive unrestricted accommodations offered by airlines/trains/ships that includes a service level available to all passengers regardless of the fare paid.

b. Applies when an airline/train/ship offers only one accommodations class that is sold as economy/coach (i.e., some airlines/trains/ships only offer true business class/true first class and are not to be mistaken for this one accommodations class).

c. Includes:

- (1) Tourist Class on airlines, and
 - (2) Reserved Coach and/or Slumber Coach on overnight train travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
 5. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (e.g., faster speed or fewer stops).
 6. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

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

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

D. Accommodation Types. Accommodation types are seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities, including:

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

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

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

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

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

ACTUAL RESIDENCE (Employees Only). The fixed or permanent domicile of a person that can be justified as a bona fide residence. Also referred to as the home of record (HOR). For a separating employee concluding an OCONUS assignment, the actual residence is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service agreement signed by the employee prior to departure to an OCONUS PDS. The employee is authorized return travel and transportation expenses to the actual residence. [GSBCA 16265-RELO, 19 December 2003](#).

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

ADMINISTERING SECRETARY OR SECRETARIES. As defined in [37 USC §451\(a\)\(1\)](#).

1. Armed Forces (including the USCG when operating as a Service in the USN): Secretary of Defense.
2. USCG (not operating as a Service in the USN): Secretary of Homeland Security.
3. NOAA: Secretary of Commerce.
4. USPHS: Secretary of Health and Human Services.

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

AGENCY

A. Includes:

1. An Executive Agency, as defined in [5 USC §105](#);
2. A Military department;
3. An office, Agency, or other establishment in the legislative branch; and/or
4. The Government of the District of Columbia.

B. Does NOT include a/an:

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

ALTERNATE PLACE (Members Only). A CONUS/non-foreign OCONUS place authorized/approved by the Secretarial Process to which a dependent is authorized to move at Gov't expense in conjunction with an ITDY.

ANNUAL TRAINING (AT) (Members Only)

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

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

APPROVING OFFICIAL (Employees Only). See Travel Approving/Directing Official.

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

ATTENDANT. An attendant:

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

AUTHENTICATING OFFICIAL (Employees Only). See Authorizing/Order Issuing Official (AO).

AUTHORIZE(D)

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.
3. Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

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

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point, including Gov't material. Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).

A. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

B. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the carrier to transport accompanied baggage.

C. **Unaccompanied (UB).** Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;
2. Ordinarily is transported separately from the major bulk of HHG;
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG;
4. ICW PDT (including TCS for employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB; and/or
5. ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.

BLANKET ORDER. See Order.

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

BUSINESS CLASS. See Accommodations.

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

CENTRALLY BILLED ACCOUNT (CBA). See Government Travel Charge Card (GTCC).

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

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

CITY PAIR AIRFARE. Airfare on a U.S. flag air carrier, under contract for a Gov't traveler on official travel. Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

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

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

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

COMBATANT COMMAND. A unified or specified command with a broad continuing mission, under a single commander, established and so designated by the President, through the SECDEF, with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

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

COMMAND SPONSORED DEPENDENT (Members Only).

1. A dependent residing with a member at an OCONUS location at which an "accompanied by dependents" tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See Dependent.

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

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

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

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

COMMUTED RATE (Employees Only). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. See [Commuted Rate Table](#) information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 5656-D4.

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

CONSECUTIVE OVERSEAS TOUR (COT) (Members Only). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See In Place Consecutive Overseas Tour.

CONSUMABLE GOODS. Also see Household Goods.

A. General. Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to App F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

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

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

CONTIGUOUS UNITED STATES. The 48 contiguous States and the District of Columbia.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations. See [37 USC §101](#).

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

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

DEPENDENT (Members Only).

A. General. The term “dependent” is defined by [37 USC §401](#). *Except for transportation to obtain OCONUS medical care (par. 7105-A)*, any of the following individuals are a dependent:

1. A member's spouse;
2. A member’s unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother’s travel to the new PDS before the child’s birth was precluded by Service regulations:
 - a. Because of the advanced state of the mother’s pregnancy or other medical reason(s) as certified by a medical doctor, or
 - b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#).
3. A member's unmarried stepchild under age 21. This includes a member’s spouse’s illegitimate child. A stepchild is *excluded as a dependent* after the member’s divorce from the stepchild’s parent by blood. See [B-177061 4 Nov 1974](#);

4. A member's unmarried adopted child under age 21. This includes child placed in the member's home by a placement agency for the purpose of adoption.;
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations;
6. A member's unmarried child who is under 23 enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW Service regulations.;
8. For transportation authorized in par. 5088-B:
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from/cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary Concerned; or
 - b. Became dependent due to a change of circumstances arising after the member entered active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce/annulment before the member was eligible for return transportation. See par. 5154.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
 - (1) Has not attained age 21, or
 - (2) Has not attained age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or
 - (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was a dependent of the member/former member under (1) or (2), and

- b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and
- c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or other circumstances as prescribed in the regulations of the Secretary Concerned; and
- d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".
2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . . , intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)".
3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#), and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).
4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:
 - a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-D1, or
 - b. Transportation for survivors of a deceased member authorized in par. 7260-A1.
2. A child a dependent of either the mother or the father who are members on active duty. ***Only 1 member may receive allowances on the child's behalf.***
3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See [37 USC §421](#) and [37 USC §204](#).

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.

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

Effective 10 April 2015

DEPENDENT/IMMEDIATE FAMILY (Employees Only).

A. General

1. Dependent and Immediate Family Member. The terms “dependent” and “immediate family” include the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

- a. Employee’s spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual’s state of residency recognizes such marriages. The term “spouse” does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.;
- b. Employee’s domestic partner;
- c. Children of the employee, of the employee’s spouse, or of the employee’s domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. See item A2 below.
- d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee’s domestic partner. See Footnote 2 below.
- e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee’s domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. See Footnote 2 below.

FOOTNOTES

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

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

2. Children. The term “children” includes:

- a. Natural offspring;
- b. Stepchildren;
- c. Adopted children;
- d. Grandchildren,
- e. Legal minor wards or other dependent children who are under legal guardianship of the employee/employee’s spouse.
- f. A child born and moved after the employee’s effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned (e.g., awaiting school year completion by other children). See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#). See Footnote 1 below.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of an employee’s spouse when a “common law marriage” is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".
2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . . , intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)".
3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#), and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).
4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).
5. Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate Agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law. PDTATAC does not adjudicate these cases.

C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 7825-A3 for transportation eligibility.

D. Emergency Leave Travel. See par. 7025-D.

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

DEPENDENT RESTRICTED TOUR (Members Only)

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

DESIGNATED PLACE

A. **Members Only**

1. Except as used in Ch 6 (Evacuation Allowances):
 - a. A place in a CONUS/non-foreign OCONUS area;
 - b. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5116-A, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
 - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, and to which dependents specifically are authorized to travel under par. 5114-D, 5116-A or 5120-D;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;
 - e. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5096, 5098, 5100, 5102, or 5104, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at Gov't expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. 6010-A and 6080-A.

B. **Employees Only**. A place designated by the:

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

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

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

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

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (Employees Only)

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

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a Gov't Dining Facility/Mess minus the operating cost. See Government Meal Rate for current rates.

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

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

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

Effective 10 April 2015

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

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

10. Certify that they would marry but for the failure of their State or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

DUTY STATION

A. **Members Only**. For the purpose of transportation and storage of HHG and mobile homes:

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

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

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

EFFECTIVE DATE OF PCS ORDER

A. **Members Only**

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

4. The following are examples of computing an order's effective date:

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

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

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

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Employees Only). The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

EMERGENCY TRAVEL (Employees Only). Travel resulting from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

EMPLOYEE. A civilian individual:

1. Employed by an Agency (as defined in App A1), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)). Also referred to as "invitational traveler" for TDY travel purposes only.

ESCORT. An escort:

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

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

FAMILY. See Dependent.

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

FIELD DUTY

1. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:
 - a. The individual is provided meals in a Gov't Dining Facility/Mess or with an organization drawing field rations, and is provided Gov't Qtrs or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or
 - b. Students are participating in survival training, forage for subsistence, and improvise shelter.
2. An individual furnished subsistence obtained by contract is performing field duty when determined by a competent official.

FIRST CLASS. See Accommodations.

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

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

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

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

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

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

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

GEOGRAPHIC LOCALITY

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

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

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

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

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

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

GOVERNMENT CONVEYANCE

A. Includes:

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

B. Does not Include:

1. A Gov't owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (par. 5210-D). See [52 Comp. Gen. 936 \(1973\)](#)

GOVERNMENT DINING FACILITY/MESS

1. A generic term used in lieu of Gov't dining facility, Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds.
2. This term excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.
3. If used by or made available to the member, or used by the employee, it includes:
 - a. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
 - b. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
 - c. Box lunches, in-flight meals, or rations furnished by the Gov't on military aircraft.
4. In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Gov't Dining Facility/Mess.

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

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

GOVERNMENT FURNISHED VEHICLE. A Gov't furnished automobile or a Gov't aircraft.

GOVERNMENT INSTALLATION

1. A U.S. Installation;
2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.
3. A temporary installation where there are U.S. Gov't operations.

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess minus the operating cost.
2. \$10.45/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess including the operating cost.
2. \$13.85/day.

C. Effective Date(s). The discount and standard Gov't meal rates above are effective from 1 January 2015 to 31 December 2015.

GOVERNMENT MESS. See Government Dining Facility/Mess.

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Gov't official.

GOVERNMENT QUARTERS (Gov't Qtrs)

A. Gov't Qtrs. The following are Gov't Qtrs:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the Gov't;
2. Lodging or other Qtrs obtained by Gov't contract;
3. Qtrs in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in App A1;
6. Lodging facilities (other than privatized housing) on a U.S. Installation if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the Gov't whether occupied as a guest or as a principal;
8. Guesthouses, officers clubs, bachelor Qtrs, visiting officers' Qtrs, or similar Qtrs facilities located at a military activity, Qtrs aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform;
9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, and Army Lodging, but does not include Privatized Army Lodging or ILPP approved commercial lodging).; and
10. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management](#) and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

C. Privatized Housing. Privatized housing, of any style or type and in any location, *is not Gov't Qtrs*. See par. 10010-C for an exception as part of a Navy test.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the Gov't for transportation on land, water, or in the air. See Government Conveyance.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The Best Value cost the Gov't would have paid for Gov't procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable Gov't document used to procure common carrier transportation services.
3. A GTR obligates the Gov't to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See Transportation Request.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Gov't (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the Gov't and the Gov't retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-Gov't) credit card not issued under the GTCC program.*

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Gov't owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after 1 October 2009: \$71.

HOME OF RECORD (HOR) (Members Only)

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS) (Members Only). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions in par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. General. HHG are items associated with the home and all personal effects belonging to a member/employee and dependents on the member's order effective date/employee's effective date of transfer/appointment that legally may be accepted and transported by an authorized commercial HHG transporter.

B. Authorized. HHG include:

1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination.

a. Members. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Employees. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV Parts ([GSBCA 14680-RELO, 17 September 1998](#)). Spare POV parts, e.g., a car engine/transmission and a pickup tailgate when removed. **Members**: Must not exceed the member's administrative HHG weight allowance.
3. Vehicle Parts. Integral/attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).
4. Consumable Goods. Consumable goods for a member/employee ordered to locations listed in App F.
5. Other Vehicles. A vehicle other than a POV, e.g., motorcycle, moped, hang glider, golf cart, jet ski, or snowmobile and/or the associated trailer. **Employees**: Must be of reasonable size and fit into a moving van.
6. Boat/Personal Watercraft
 - a. **Members**. A boat/personal watercraft (e.g., a jet ski) 14 or more feet, and/or the associated trailer.
 - b. **Employees**. A boat/personal watercraft (and/or their associated trailer) of reasonable size that can fit in a moving van, e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat.
7. Ultralight Vehicles. Defined in [14 CFR §103](#) as being single occupant; for recreation/sport purposes; weighing less than 155 lbs. (un-powered) or less than 254 lbs. (powered); having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.
8. Utility Trailer. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. Organizational Clothing & Individual Equipment (OC&IE). Gov't/military OC&IE property issued to the member/employee by the Agency/Service for official use.

C. Not Authorized. HHG do NOT include:

1. Accompanied personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles;
3. Airplanes;
4. Mobile homes;
5. Camper trailers and horse trailers;
6. Farming vehicles;
7. Live animals including birds, fish and reptiles;
8. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
9. HHG for resale, disposal or commercial use;
10. Privately owned live ammunition ([B-130583, 8 May 1957](#));
11. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.;

12. Low Speed Vehicles (LSVs) defined IAW [49 CFR Part 571.500](#);
13. Items liable to damage other equipment/property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
14. Items that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
15. Perishable items that require refrigeration/freezing;
16. Perishable plants, unless:
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.;
17. Items for which the law or carrier regulations prohibit commercial transportation;
18. Boats, other than those in B6b above **(Employees Only)**; and
19. UB ICW long term TDY **(Employees Only)**.

C. Items Acquired after the PCS Order Effective Date **(Members Only)**

1. Replacement Parts/Items. HHG items acquired after the PCS order effective date are not authorized shipment except for:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the TO or transportation carrier, if purchased in the U.S. for transportation to an OCONUS PDS, with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - b. Replacement HHG items, in cases where, through no fault of the member, the original HHG shipment is destroyed/lost during transportation ICW a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#)).
2. ICW an IPCOT **(Members Only)**. HHG items acquired after the order effective date but before entering an IPCOT may be shipped IAW par. 5312-B1b or 5312-B2.

HOUSEHOLD GOODS TRANSPORTATION. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. See Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

4. See par. 5206-L/5652-I ICW a weight additive item.

HOUSE HUNTING TRIP (HHT) (Employees Only). Round trip travel between the old and new PDSs to seek a permanent residence. *A domestic partner is not a spouse and cannot be authorized a HHT.*

IMMEDIATE FAMILY (Employees Only). See Dependent/Immediate Family.

INCIDENTAL EXPENSES. See Per Diem.

INTERVIEWEE (Employees Only). An individual who is being considered for employment by an Agency. The individual may currently be a Gov't employee.

INACTIVE DUTY TRAINING (Members Only)

A. General. Inactive duty training is:

1. Duty prescribed for an RC member by the Secretary Concerned, or
2. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

B. ICW the National Guard. When performed by a National Guard member inactive duty training includes the duties in par. A above and also includes:

1. Unit training assemblies; and
2. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

C. Correspondence Course. This term does not include work/study for a correspondence course of a Uniformed Service.

D. ICW Pay. For pay purposes, inactive duty training must:

1. Be performed under an order,
2. Cover a specific assignment, and
3. Have a prescribed time limit.

INDIVIDUALLY BILLED ACCOUNT (IBA). See Government Travel Charge Card

INITIAL ACTIVE DUTY TRAINING (Members Only). The initial active duty training of a non-prior service enlistee performed during a period of not less than 12 weeks, and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (Members Only)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at Gov't expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service regulations.

INVITATIONAL TRAVEL

1. Authorized travel by individuals either not employed by the Gov't or employed intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis. See [5 USC §5703](#).
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov't activities.
3. Travel and transportation allowances authorized (App E) are the same as those authorized for an employee ICW TDY, except for spouse invitational travel (App E2-A2m).

ITINERARY VARIATION. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

KEY BILLET (Members Only) (DoDI 1315.18, pars. E2.1.30 and E3.2)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the member's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
 - a. Joint Chiefs of Staff, PDUSD(P&R); or
 - b. The Secretary Concerned.
3. Designation of a key billet requires the member to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (Members Only). For the purpose of computing a member's travel allowances on separation, the last duty station (permanent or temporary) that the member was on duty, or a hospital, if the member was undergoing treatment there.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LODGING IN KIND (Members Only). Lodging provided by the Gov't without cost to the member.

LODGING PLUS COMPUTATION METHOD. The per diem allowance computation method for official travel. The per diem allowance for each travel day is:

1. Established on the basis of the actual amount paid for lodging, NTE a ceiling number, *plus*
2. An allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

Effective 10 April 2015

MARRIAGE (Employees Only). A legal union between individuals that was entered into in a state or other jurisdiction (or foreign country) whose laws authorize the marriage, even if the married couple is domiciled in a state or other jurisdiction (or foreign country) that does not recognize the validity of the marriage. The term also includes common law marriage in a state or other jurisdiction (or foreign country) where such marriages are recognized, so long as they are proven according to the applicable state, other jurisdiction, or foreign laws. The term marriage does not include registered domestic partnerships, civil unions, or other similar formal relationships recognized under state or other jurisdiction (or foreign country) law that are not denominated as a marriage under that state's or other jurisdiction (or foreign country's) law. ***NOTE: Certain foreign marriages are not recognized by U.S. law. For example, bigamy, polygamy, the marriage to a sibling or other close relative, and a marriage to a minor would likely not be recognized by U.S. law.***

MEMBER (UNIFORMED SERVICE)

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Service retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see par. 2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. See Monetary Allowance in Lieu of Transportation (MALT).
2. A rate per mile for authorized POC use during official PCS travel.
3. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
4. See par. 2605 for the current rate.

MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. General. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

B. Expense Reimbursement. The MWD is considered “Government Equipment” for reimbursement of expenses incurred by the MWD handler while performing official travel. See App G.

C. Limitations. A MWD is not considered a pet.

D. Implementation. The USAF is the Executive Agent for the MWD program under [DoDD 5200.31E](#). See [AFI 23-126 IP](#) (DoD Military Working Dog Program). This instruction does not supersede the JTR.

MISCELLANEOUS CHARGE ORDER (MCO). A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally procured commercial transportation (par. 3045),
2. Gov’t procured commercial transportation, and/or
3. Gov’t transportation.

MOBILE HOME

1. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. House trailer,
 - b. Privately owned railcar converted for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)),
 - c. Boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)).
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee, or the member’s/employee’s dependents, are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances, IAW this regulation.
3. See par. 2605 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living Qtrs for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT (Members Only). Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. See Ch 5, Parts A5d and B5d.

OCONUS. Locations outside the continental U.S. (CONUS).

Employees Only. For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographic localities, an OCONUS place of employment outside the geographic locality in which the residence is located.

OFFICER (Members Only). A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See Permanent Duty Station.

OFFICIAL TRAVEL

1. Authorized travel and assignment solely ICW DoD/Gov't business
2. Official travel may be performed:
 - a. Within/in the PDS vicinity;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY locations.
3. The below are not official travel. Travel:
 - a. ICW delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,
 - d. For additional distances, or

e. To places ICW personal business.

4. Non-official travel status affects allowances, reimbursements, and pay status.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

OPERATIONAL DEPLOYMENT

1. As defined in USD (P&R) 1 November 2013 memo, Under Secretary of Defense (Personnel and Readiness) Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision. An operational deployment begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport/station/base or departs from an en route training location to meet a Secretary of Defense-approved operational requirement.

2. An event is an operational deployment if it is a SECDEF approved operational requirement recorded in the Joint Capabilities Requirement Manager or Fourth Estate Manpower Tracking System and is contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure specified in [DoDI 8260.03](#).

3. Also, an operational deployment includes forces deployed in support of Execute Orders (EXORDs), Operational Plans (OPPLANS) or Concept Plans (CONPLANS) that is approved by the Secretary of Defense.

ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel;
2. Provides the traveler information regarding what expenses will be paid;
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers; and
4. Supplies financial information necessary for budgetary planning and identifies purpose(s) of travel.

B. Blanket Order

1. General. A blanket order is:

- a. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographic limits for a specific time period within a fiscal year in performance of regularly assigned duties.
- b. Unavailable in DTS,
- c. Restricted to economy/coach travel and requires an amendment for each trip involving the use of other than economy/coach transportation.
- d. Restricted to the established locality per diem rate and requires an amendment for each trip involving the use of an AEA. *The Coast Guard allows AEA on a blanket order.*

2. Blanket Order Types

- a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.
- b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
- c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

C. Trip-by-trip

1. A trip-by-trip order allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.
2. The following types of travel *must* be authorized on a trip-by-trip basis:
 - a. Other than economy/coach transportation,
 - b. AEA travel (except the Coast Guard),
 - c. Conference travel,
 - d. Foreign travel,
 - e. Travel funded from a non-federal source (donated travel),
 - f. Training-related travel, and
 - g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE:

1. Is accountable or issue-in-kind property owned or purchased by the Gov't/Uniformed Service;
2. Must be returned, IAW Service/Agency regulations, to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement); and/or
3. Is PBP&E, per Agency/Service regulations, when shipped as HHG.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals, and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (App G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, fireplaces furnished in rooms when not included in the room rate, and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas is:

a. *Not* covered in the locality per diem lodging ceiling, but

b. A reimbursable expense (App G), except when MALT Plus per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

Effective 1 October 2014

F. Incidental Expenses

1. Authorized. Incidental expenses include:

a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810-C.

c. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

e. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

f. Expenses related to lodging that are listed in the room account;

g. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider.

h. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles) . See par. 2830-G2 for taxi cab/limousine.

2. **Not Authorized.** Incidental expenses do not include any mission related purchases, nor any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.

PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office \(DTMO\) website](#).

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. **General.** PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes the JTR.

B. **Purpose**

1. **Members Only.** To ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services.
2. **Employees Only.** To issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#).

Also see PDTATAC Charter 20 April 1988; [37 USC §481](#); [37 USC §1001](#); and [DoDD 5154.29](#)..

PERMANENT CHANGE OF STATION (PCS)

A. **General.** The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **Members Only.** For a member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship/mobile unit or of the PDS of a shore based unit;
3. Change from home/PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. 2240 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from

retirement (including TDRL);

d. Enlistment/induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called Official Station.

A. PDS Designation **(Members Only)**

1. General. The PDS is the:

a. Member/invitational traveler's post of duty/official station, including a ship (for the purpose of personal travel and transportation of the member's UB on the ship).

b. Ship's homeport/ship-based staff that a member is assigned/attached for duty (other than TDY) is the PDS for:

(1) Dependent transportation;

(2) Transportation of HHG, mobile homes, and/or POVs;

(3) CONUS COLA; and

(4) Geography-based station allowances and OHA.

2. Course of Instruction. When a member is ordered to attend a course(s) of instruction at a school/facility that is 140 or more days (20 or more weeks), the school/facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under par. 2240. See par. 2240 for examples of scheduled duration and extensions.

3. Transportation and Storage of HHG and Mobile Homes. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of the member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve/Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment/induction into the Service (regular or during emergency); or

- (5) Temporary disability retirement.
- b. The place to which a member is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship/ship-based staff, it is the home port to which the member is assigned (except as noted in the basic definition).
- c. The place at which a ship is being built/fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station.
- d. The member's home upon:
 - (1) Retirement;
 - (2) Transfer to an RC, the Fleet Reserve/Fleet Marine Corps Reserve;
 - (3) Release from active duty;
 - (4) Discharge, resignation, or separation, all under honorable conditions; or
 - (5) Temporary disability retirement.

B. PDS Designation **(Employees Only)**

1. General. The PDS is the:

- a. Employee/invitational traveler's permanent work assignment location.
- b. Building or other place (base, military post, or activity) where an employee regularly reports for duty, ICW determining PCS travel allowances.
- c. Residence or other Qtrs from/to which the employee regularly commutes to and from work, ICW JTR authority relating to the residence, HHG, and an employee's personal effects,

2. Remote Area PDS. When the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance, the residence includes the dwelling where the employee's dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the AO.

C. Geographic Limits

1. Member/Employee

- a. PDS is a City/Town. The PDS geographic limits are the corporate limits of the city/town in which the member/employee is stationed.
- b. PDS is a Ship **(Members Only)**. For a member assigned to a ship, the limits of the post of duty/official station are the ship (for specified purposes).
- c. PDS is Other than a City/Town/Ship. If the employee/member is not stationed in an incorporated city/town, or ship **(Members Only)**; the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the post of duty is located.

2. Invitational Traveler

a. PDS is a City/Town. The PDS geographic limits are the Corporate limits of the city/town in which the home or principal place of business is located.

b. PDS is Other than a City/Town. If not in an incorporated city/town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located.

3. PDS Crosses Recognized Borders. When a reservation, station, other established area or established large reservation subdivision:

a. Falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI); or

b. Crosses recognized borders (e.g., Ft. Campbell is in TN and KY);

it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

4. PDS Example. Arlington County, VA, is a PDS. The Pentagon and other Gov't activities are located in Arlington, VA even though they have Washington, DC, mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

PERMANENT DUTY TRAVEL (PDT)

A. **Members Only**. PCS and COT/IPCOT travel.

B. **Employees Only**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See Ch 5, Part B1.

PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. *Generally this is the academic institution and not the member's HOR* ([60 Comp. Gen. 142 \(1980\)](#)).

4. The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy constructed airfare turns out to be, or to include, a city pair airfare, and if there are both a YCA and a -CA airfare, the YCA airfare is used. A capacity controlled city pair airfare (-CA airfare) is not included when creating a policy constructed airfare for comparison purposes.

PORT CALL. Official notification/instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel. The destination airport where the traveler leaves an international/transoceanic flight.
2. Ship Travel. The place where the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel. The airport where the traveler boards an international/transoceanic flight.
2. Ship Travel. The place where the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See Territories and Possessions of the United States.

POST OF DUTY. An OCONUS PDS.

POV SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine ([GSBCA 14680-RELO, 17 September 1998](#)), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

Members Only:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (facilities and cost) except when par. 5222 applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no Gov't storage facility is available or an available Gov't storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

POV TRANSPORTATION

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. Does not include land transportation to/from POV transportation ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §484](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are the traveler's personal financial responsibility.

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See Accommodations.

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

1. For an RC member ordered to active duty, the primary residence/home is the dwelling (e.g., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence/home.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Gov't Agency, nor is it rented or leased for use in carrying out official Gov't business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Gov't conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW par. 3320-F.
3. A common carrier, or a conveyance owned by the Gov't, is not a POC.

Also see Transportation.

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member's/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **Members Only**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.

2. **Employees Only**

a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the Gov't to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

D. Low Speed Vehicle (LSV). The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. Refer to [49 CFR 571.500](#) for Department of Transportation (DOT) federal statute pertaining to LSV definition.

PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §2871-§2885](#).

2. Privatized housing *is not*:

a. Gov't Qtrs,

b. Gov't controlled Qtrs, or

c. Private sector housing.

PROCEED TIME (Members Only). A form of administrative absence that is authorized for members in certain PCS circumstances. See [DoDI 1327.06](#), Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e).

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E:

1. Is also referred to as PRO or PRO-Gear.

2. Includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS. See [B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#).

B. PBP&E Inclusions. The following items are PBP&E:

1. Reference material not ordinarily available at the next PDS;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a DoD employee or DoD member in association with the MARS ([DoDI 4650.02](#));
5. Individually owned or specially issued field clothing and equipment; and
6. Gov't or uniformed service owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. PBP&E Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business;
2. Sports equipment;
3. Office furniture;
4. Household furniture;
5. Shop fixtures;
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks);
7. Personal computer equipment and peripheral devices;
8. Memorabilia including awards, plaques or other objects presented for past performance;
9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware; and/or
10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse **(Members Only)**

1. General

a. *This weight allowance is not applicable to an employee's dependent spouse.*

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; and
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

PROPORTIONAL MEAL RATE (PMR). The average of the standard [Gov't meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

PUBLIC TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations, in the performance of official travel.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an Agency when there are known reductions in lodging and meal costs that can be determined in advance.

RELOCATION SERVICE COMPANY (RSC). A third party supplier under contract with an Agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

RENEWAL AGREEMENT TRAVEL (RAT) (Employees Only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See par. 7065 for eligibility and limitations.
3. See Permanent Duty Travel.

REPEAT ORDER (Members Only). See Order.

RESERVE COMPONENT (RC). The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

RESIDENCE TYPE QUARTERS. Lodgings that are not hotel or hotel like accommodations.

SECRETARIAL PROCESS

A. **Members Only**. Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under par. 1015-C1.

B. **Employees Only**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:

- a. Secretary of a Military Department,
- b. Director of a Defense Component,
- c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under par. 1015.

SECRETARY CONCERNED

A. Definition. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. JTR Use. When this term is used in the JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (Employees Only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (Members Only). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SEPARATION TRAVEL (Employees Only). See Permanent Duty Travel.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Members Only). Cost of maid service and fee for electricity.

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

SERVICES. See Uniformed Services.

SHORT DISTANCE MOVE

A. **Members Only**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. (Not during a PCS) between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **Employees Only.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See par. 5562 for authorization/approval and exceptions to the 50 mile rule.

SPARE PARTS FOR A POV. See POV Spare Parts.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an Agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#), and
2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a Gov't Dining Facility/Mess including the operating cost.
2. See Government Meal Rate for current rates.

STORAGE IN TRANSIT (SIT)

1. Short term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See Ch 5, Parts A5e and B5e.
5. Also referred to as Temporary Storage.

SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance.

SUBSISTING OUT (Members Only). The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment. See (DoD 6015.1-M, January 1999, P19.1.19).

TEACHER (Employees Only). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to [20 USC §901-907](#) in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS) (Employees Only). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY)

A. General

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. **Members Only.** That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.

B. TDY Travel Types. There are four types of TDY travel:

1. Business Travel. Conducting business at a location other than the PDS. Business travel incorporates any type of travel not included in schoolhouse training, deployment and unit training, or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by an employee or member (other than a member who has not yet reached the first PDS).
3. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
4. Special Circumstances Travel. See Ch 7.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's Qtrs allowance.
2. Includes guesthouses, except transient visiting officer Qtrs occupied by official visitors to the Installation.
3. *Does not* include:
 - a. Facilities used primarily for rest and recuperation purposes, or
 - b. Unaccompanied officer and enlisted Qtrs.

TEMPORARY STORAGE. See Storage In Transit.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. IAW the Office of the Geographer and Global Issues, 1 July 1997, the territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: <http://www.saipan.com>;
2. Commonwealth of Puerto Rico;
3. American Samoa;
4. Baker Island;
5. Guam;
6. Howland Island;
7. Jarvis Island;
8. Johnston Atoll;
9. Kingman Reef;
10. Midway Islands;
11. Navassa Island;
12. Palmyra Atoll;
13. Virgin Islands; and
14. Wake Island.

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the U.S..

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. Costs related to transportation. See par. 3040 and App G.

TRANSPORTATION IN KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION REQUEST. A written Gov't request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov't, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term travel relates to movement of persons from place to place and includes authority for the use of Qtrs facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in the JTR. When used ICW travel allowances, the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense, in the form of a loan.

TRAVEL APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See (Contracted) Commercial Travel Office (CTO).
2. See Travel Management System (TMS).

TRAVEL MANAGEMENT SYSTEM (TMS). ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL ORDER. See Order.

TRAVEL REQUEST (**Employees Only**). A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL REQUESTING OFFICIAL (**Employees Only**)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel requesting officials for their own travel orders.
3. When travelers are permitted to be travel requesting officials for their own travel orders, under no circumstances may the travel requesting official also be the travel approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel approving/directing official.

TRAVEL STATUS

A. **General.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (par. 2250).

B. **Excluded.** Travel status does not include travel for personal convenience, leave, civilian administrative leave or administrative absence while performing travel away from the PDS on public business under competent travel orders.

C. **Members Only.** See [DoDI 1327.06, Leave and Liberty](#).

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE (UB). See Baggage.

UNACCOMPANIED MEMBER (**Members Only**). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR (**Members Only**)

1. The authorized tour length at a specific overseas PDS for a member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see App A1 definition).
3. For JTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

UNUSUALLY ARDUOUS SEA DUTY (Members Only). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

UPON SEPARATION FROM FEDERAL SERVICE (Employees Only). All dates following the date an employee is separated from Federal Service.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign flag air carrier IAW [Title 14, Code of Federal Regulations \(CFR\)](#) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION

A. Definition. A U.S. Installation is a base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent type troop shelters and a Gov't Dining Facility/Mess, and
3. At which there are U.S. Gov't operations.

B. Limitations. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the Installation.

USUAL MODE OF TRANSPORTATION (Employees Only). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov't transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

WARD. A person, especially an infant; placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. See Household Goods Weight Additive.

YEARS OF SERVICE (Members Only). Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. See Chs 1- 4 for further details.

T4000 INTRODUCTION

A. Application. In this App:

1. Except where differences are identified, the allowances and responsibilities apply equally to a member and an employee and any other non DoD Gov't employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
 - a. Controls the mission,
 - b. Authorizes the trip, and,
 - c. Controls funds for TDY travel (App A1).

B. Common TDY Travel Types. This App:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a/an member, employee and any non-DoD Gov't employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
 - a. Travel for business,
 - b. Travel for schoolhouse training,
 - c. Deployment or personnel traveling together via no/limited reimbursement, and,
 - d. Certain travel under special circumstances.
3. Is used ICW the JTR where more detailed allowances are prescribed.
4. Is to be used for ITAs. Also see App E.

C. Special Circumstances and Categories Travel. See Ch 7, not this App, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in par. 2240-B) and 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. 7355-F.

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Evacuations. See Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THE JTR

Commands/units are expected to take appropriate disciplinary action when a traveler/AO fails to follow the JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are in par. 2600. Gov't dining facility/mess food and operating expense rates are found in App A1, Government Meal Rate. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow and use good judgment in incurring official travel related expenses, as if traveling using personal funds (see par. 2000).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
 - a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***),
 - b. Must use economy/coach accommodations for all official Gov't funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in par. 3510. Reason for use examples, when authorized/approved:

- (1) Medical reasons. See par. 2110-J, or

- (2) Mission Requirement. TDY mission timing requires ‘other than economy/coach’. When ‘other than economy/coach’ TDY transportation is authorized/approved because the mission timing is “so urgent it cannot be postponed,” ‘other than economy/coach’ transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See par. 4415.
- c. Must *not* use foreign flag transportation, even if U.S. flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at Gov’t expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoD FMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the Gov’t would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JTR addresses “reimbursable” allowances funded by the Gov’t. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional Gov’t cost, does not require authorization/approval, but is still not reimbursable regardless of the AO’s authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at Gov’t expense agency (App A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- (2) The promotional material must be obtained under the same terms as those offered to the general public or to a class consisting of all Government employees or members, whether or not restricted on the basis of geographic consideration and must be at no additional Gov’t cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered Gov't property, and may only be accepted on the Gov't's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Gov't (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the Gov't for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, P. L. 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as an honest, responsible customer, and must follow the JTR. The DoD FMR, Vol. 9, and par. 2705, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy

a. It is mandatory DoD policy that all members and employees use DTS using the DTS Reservations Module for all official commercial transportation and lodging requirements. When DTS is not available or commercial lodging at the TDY location cannot be found in DTS, an available DTMO contracted CTO or a GSA contracted TMC (when a DTMO contracted CTO is not available) must be used ([CBCA 2956-TRAV, 31 January 2013](#)). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO or GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

b. ***A command must not permit a CTO to issue a YCA airfare purchased at Gov't expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.***

NOTE: This does not establish the _CA as the basis for policy constructed airfare – that remains the YCA airfare.

2. Service Issuances. DoD Component/Service issuances address CTO use.

3. Failure to Follow Regulations/Issuances. A command/unit is expected to take appropriate:
 - a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning CTO use (par. T4005).
 - b. Action for reimbursement to the Gov't when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a _CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)
 - c. Disciplinary action for **willful** violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must **not** be through refusal to reimburse (par. T4025-A4 when reimbursement is **not** allowed.)
4. Reimbursement Not Allowed. Reimbursement is **not allowed** when the traveler does not follow the JTR for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following in priority order:
 - a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements.
 - b. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO), or
 - c. In house travel offices.

Note: Travelers, ordered to execute long term TDY on a flat rate per diem basis IAW par. 4250, who cannot make long term lodging arrangements individually shall contact the CTO to find adequate lodgings within the parameters of par. 4250.

2. All travel arrangements must be made IAW:
 - a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and
 - b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must **not** be authorized/approved unless the conditions in par. T4060-B3 are met (see par. 3525-H).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (App A1) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

Note: The cost paid by the Gov't for Gov't/Gov't procured transportation and/or lodging, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation and/or lodging. A CTO transaction fee incurred by a member/employee is reimbursable under App G. When an available CTO is not used and no transaction fee is included in the Gov't/Gov't procured transportation and/or lodging, the

transaction fee for personally procured transportation and/or lodging from other than a CTO may be reimbursed NTE the Gov't/Gov't procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., Gov't or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.*

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S. flag carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. flag carriers, or business (but not first) class accommodations (see par. 4415-**NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in pars. 3510, and 3620 (trains only), may authorize/approve business or first class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. *It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per par. 2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.* When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW App G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). *Reimbursement for purchase of snow tire and other non-standard items is not authorized.*
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoD FMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in par. 2600 for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

NOTE 1: *A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).*

NOTE 2: *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

NOTE 3: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't, and should not be rented for official Gov't travel. Usually, there is at least one vendor listed that has a vehicle available for official Gov't travel and this vendor should be used.

D. Gov't Transportation

1. The TO arranges international Gov't airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Gov't ground transportation. (Within the Navy, GOVs are obtained directly from the providers, ordinarily Public Works.) Use Gov't transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use Gov't servicing for the vehicle whenever possible. When Gov't servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the Gov't's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the Gov't's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** See par. 4710-C. In either case (to the Gov't's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for members. For distance determination (DTOD requirements), see par. 2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at Gov't expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, Gov't, or POC used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV (other than Gov't/Gov't procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the roundtrip transportation and en route per diem is authorized, but limited to the amount of per diem the Gov't would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (see App A1). **No other costs are added to the computation.** See par. 4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see pars. 3310, 3315-A, 3320-B, Ch 3, Part D, NOTE, and 4780.

T4040 LIVING EXPENSES (PER DIEM)

The Lodging Plus computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (App G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

- a. The cost estimate for lodging should include tax.
- b. Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't Qtrs availability (e.g., using Service/Agency procedures) at (**not near**) the U.S. Installation to which assigned TDY.
- c. Gov't Qtrs availability/non-availability must be documented as in par. 2570-A.
- d. If a member uses other lodgings as a personal choice, lodging reimbursement is NTE the Gov't Qtrs cost on the U.S Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).
- e. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

2. *Per diem cannot be limited based on the presence of ‘nearby’ Gov’t Qtrs (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility or elsewhere). The non-availability indicated in par. 2570-A is required only for Gov’t Qtrs ‘on’ the U.S. Installation at which the member is assigned TDY.*

NOTE: *The member is not required to seek (or check for) Gov’t Qtrs when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking Qtrs availability is a onetime requirement at a TDY U.S. Installation. (Example: A member who is required to check Qtrs availability at a U.S. Installation, does so, and documents non-availability cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period) IAW par. 2570-A.*

3. Employee

- a. Except when TDY to an Integrated Lodging Program Pilot location, IAW par. 1265, an employee may not be ordered/required to use Gov’t Qtrs, nor may the lodging reimbursement be limited to the Gov’t Qtrs cost.
- b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for Gov’t Qtrs availability, and is encouraged to use those Qtrs when TDY to a U.S. Installation.
- c. The proper authority under par. 4095-C may prescribe a reduced per diem rate based on the Gov’t Qtrs cost and other considerations.
- d. Reduced per diem rates can be established only before travel begins.
- e. The head of a DoD Component (App A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD Component’s headquarters, and may not be re-delegated.
- f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.
- g. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable**. *Effective 1 October 2014.*

4. Commercial Lodging Reimbursement

- a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.
- b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.
- c. Under special or unusual circumstances a member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** (47 Comp. Gen. 127 (1967)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a member***. See par. 4335. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging expense except when MALT Plus per diem for POC travel is paid to a member. The locality per diem [lodging ceiling \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in CONUS and in a non-foreign OCONUS area does not include lodging tax.

NOTE 2: Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem [lodging ceiling \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in a foreign OCONUS area includes lodging tax.

NOTE 3: The TDY locality per diem rate is used for computation. However, if neither Gov't Qtrs nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.

d. Long Term TDY Flat Rate Per Diem. See JTR par. 4250.

5. Lodging with a Friend or Relative

a. Applicable to a Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to an Employee. When a traveler lodges with a friend or relative, with or without charge, the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: ***If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.*** GSBCA 14398-TRAV, 24 Feb 1998.

NOTE 2: ***Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence.*** GSBCA 15600-TRAV, 7 March 2002.

NOTE 3: ***A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate.*** GSBCA 16652-TRAV, 26 August 2005.

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible (for long term TDY (over 30 days) see JTR, par. 4250). When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

Employees – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see pars. 4160-A and 4165-B.

Members – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.*** For members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred (does not include any installation and hook up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges, not to include entertainment utilities (e.g., cable, TV, telephone).

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. 4155 does not apply when the residence is purchased.***

NOTE: ***A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBGA 16699-TRAV, 17 August 2005.***

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (**B-254626, 17 February 1994**).

8. Online Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. **Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):**

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

<u>Example</u>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for members, the AO specifies one of two other meal rates based on Gov't dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A Gov't dining facility/mess is available only if: Gov't Qtrs on a U.S. Installation are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A Gov't dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). **The meal rate established cannot be reduced after the fact except for a free meal as described in par. T4040-A9c below.**

NOTE: In circumstances in which adequate Gov't Qtrs are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the Gov't Qtrs are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the Qtrs are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical Qtrs 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the Gov't purchases at least one or two meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect

per diem. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were purchased by the Gov't and for which dates.

NOTE 1: If all three meals are provided, only the IE for that day is payable.

NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. See pars. 4210 and 4205-B5 when a charge for meals is added to the lodging cost.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE)

a. General.

(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.

(2) The daily IE in CONUS is \$5.

(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. Installation and Gov't Qtrs on that U.S. Installation are available for a member or used by an employee. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

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

(a) Adequate when the traveler is not lodged on a U.S. Installation, [or](#)

(b) Not adequate when the traveler is lodged on a U.S. Installation and authorize the [locality IE rate](#).

b. Laundry/Dry Cleaning. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014.***

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't Qtrs use by a member is directed and if one of the two M&IE rates based on Gov't dining facility/mess availability is appropriate. ***Gov't Qtrs use may not be directed for an employee. See par. T4040-A3.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, a member receives the IE amount; an employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A4b if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and an employee pays the food cost and operating expense. An employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; an employee also pays for food. An employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or COCOM Commander or JTF commander for a joint deployment, determines that Gov't dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. An employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.

*3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders. In the absence of a COCOM/JTF commander determination, regular TDY in par. T4040-C6 applies (See regular TDY definition in par. 4600-F).***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since Gov't Qtrs and dining facility/mess are provided. An employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by Gov't ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of Qtrs on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. Long Term TDY (Over 30 Days). See JTR, par. 4250.

6. COCOM/Joint Task Force Operations TDY Options

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
<u>Subsist Ashore</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 Gov't. Installation or Temporary Dining Facilities/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at 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 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 <u>Employees Only</u>
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR <u>Employees Only</u>
<u>Subsist Aboard U.S. Gov't Ship 3</u>			
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals <u>4</u> <u>Employees Only</u>

FOOTNOTES:

1 Full GMR = Food costs plus operating expenses.

2 Discount GMR = Food costs only.

3 Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)

4 See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.

NOTE: For BAS DoD FMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
 - b. If travel is in the local area (see par. 2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
 - c. See par. 4780 for travel to/from a transportation terminal.
 - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
 - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
 - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
 - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
 - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
 - i. For distance determination see, par. 2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *See par. 4230 for occasional meals authority.*

NOTE: Mission related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. See App G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,

- d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
 4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
 5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See par. 7650 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in par. 2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both Gov't Qtrs and Gov't dining facility/mess are available; however, the member is authorized reimbursement for the Gov't Qtrs cost. If Gov't Qtrs and/or Gov't dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both Gov't Qtrs and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. 2800) of the assigned unit or home. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, "outside the local commuting distance" is defined as the local travel area as prescribed under 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. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;
 - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. **Reimbursement.** The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

a. **Transportation.** When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see 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.

b. **Lodging and Meals.** The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality [per diem rate](#).

NOTE 1: *Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement. The locality [per diem rate](#) lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

NOTE 2: *Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Annual Training (AT) 5	Par. T4030 applies.	Not authorized if Gov’t Qtrs & dining facility/mess available; otherwise par. T4040 applies. 6, 7
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6, 7
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t Qtrs & dining facility/mess available.
Member commutes or AO determines member can commute.	See par. T4030-E applies for one roundtrip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies,	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
for more than 180 days.		

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2	Transportation 3, 4	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or Qtrs may be authorized/ approved (par. T4040-C) for travel days only 8.

FOOTNOTES
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see par. 7665).

2/ Except as noted in par. 2240.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't Qtrs for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1, 2, 3		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		

**FOOTNOTES
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

- 1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
- 2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

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

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. See, par. 2715-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the Gov't is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF 1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is***

usable, if authorized in Service issuances, ICW turning in unused tickets.

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JTR. For an employee, the AO must determine the travel purpose (see App H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using Gov't negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city pair flight use. App P. ***Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.***

2. Authorizing Business class Transportation Accommodations. Only the officials listed in pars. 3510-A and 3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in par. 3520-C, and must be recorded on the Trip Record.

a. If business class seating is provided at Gov't expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Gov't expense.

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

c. The 14 hour rule only (see par. 3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

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

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to

authorize/approve a rest stop or an upgrade.

f. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, and PHS), an employee, or their dependents. A member, an employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. **Using U.S. Flag Carriers.** Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the Gov't funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). See par. 3525-D. *U.S. flag carriers are not "available"* if:

- a. Use of a U.S. flag air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. flag air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non U.S. flag air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non U.S. flag air carrier is three hours or less and travel by a U.S. flag air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. flag air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. flag air carrier while less than first class accommodations are available on a non U.S. flag air carrier; or
- g. Air transportation on a non U.S. flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

NOTE 1: *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S. flag air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non U.S. flag air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005)).*

NOTE 2: *When using code share flights involving U.S. flag air carriers and non U.S. flag air carriers, the ticket must be issued through the U.S. flag air carrier. If the ticket is issued through the non U.S. flag air carrier is used on the ticket, the ticket is considered to be a non U.S. flag air carrier and a non-availability of U.S. flag air carrier document is needed.*

4. **Travel Involving Leave or Personal Convenience Travel.** The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. See App P, Part 2, par. E.** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For an employee, par. 4020-B applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW par. 3330-C1.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For an employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY

a. Communication service expenses, including cell phone use, ICW official travel, are mission related expenses and are ***not reimbursable***.

b. Gov't owned/leased services should be used for official communications.

c. See Ch 2, Part M.

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (par. 4580), or a small amount of HHG for a member (par. 4500) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in Ch 4, Part E.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no Gov't dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JTR Introduction under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,
- b. To a member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See par. 7815, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. See JTR Introduction for the Service points of contact. ***An employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a member (except as noted in par. 2240).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW Ch 4 Part K. Private vehicle mileage is reimbursed under par. 5006.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See Ch 5, Part B13.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per

diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither Gov't Qtrs nor commercial lodging is available. This applies only when the locality per diem rate for the lodging facility location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. See **Helping Verb Forms** in App A1.

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