

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 APRIL 2016**

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

THERESA A. LEWIS

CAPT, U.S. Navy
Acting Deputy Assistant Secretary of the Navy
(Military Manpower and Personnel)

DAVID A. SCORE

RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO

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

SYLVIA TRENT-ADAMS, PHD, RN

RADM, USPHS
Deputy Surgeon General.
Office of the Surgeon General, DCCPR

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 138-15(E) – OCONUS Replacement Vehicle. OCONUS replacement privately owned vehicle transportation is not authorized if adequate replacement vehicles are available locally at the OCONUS PDS. Affects par. 5732.

MAP/CAP 18-16(E) – Add Change and Cancellation Fees. Allows change or cancellation fee/penalty reimbursement for commercial transportation if eligible per the AO determination. Affects par. 2830-G.

MAP/CAP 020-16(I) – Update FEML Location. Recertifies Havana (Cuba) FEML location date to 31 January 2018 per Coast Guard Commandant (CG-13) 4650 memo dated 18 February 2016. All other information for Havana remains unchanged. Affects App S, par. E.

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JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 APRIL 2016

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 A2d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
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

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Part B3	01-16	01-16	01-16	01-16	11-15	11-15	05-15	05-15	05-15	05-15
Part B4	12-15	12-15	12-15	12-15	12-15	01-15	01-15	01-15	01-15	01-15
Part C1	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	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	08-15	08-15	08-15	08-15	08-15	08-15	10-14
Part D2	03-16	03-16	12-15	12-15	12-15	03-15	03-15	03-15	03-15	03-15
Part D3	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	02-15
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F1	03-16	03-16	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15
Part F2	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15
Part G	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H1	03-16	03-16	12-15	12-15	12-15	02-15	02-15	02-15	02-15	02-15
Part H2	03-16	03-16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	03-16	03-16	12-15	12-15	12-15	10-14	10-14	10-14	10-14	10-14
Part J	12-15	12-15	12-15	12-15	12-15	12-14	12-14	12-14	12-14	12-14
Part K	11-15	11-15	11-15	11-15	11-15	11-15	07-15	07-15	07-15	07-15
Part L1	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	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	02-16	02-16	02-16	06-15	06-15	06-15	06-15	06-15	06-15	06-15
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	03-16	03-16	11-15	11-15	11-15	11-15	12-14	12-14	12-14	12-14
Chapter 9										
TOC	01-16	01-16	01-16	01-16	05-15	05-15	05-15	05-15	05-15	05-15

JTR	04-16	03-16	02-16	01-16	12-15	11-15	10-15	09-15	08-15	07-15
Part A	01-16	01-16	01-16	01-16	08-15	08-15	08-15	08-15	08-15	10-14
Part B	01-16	01-16	01-16	01-16	08-15	08-15	08-15	08-15	08-15	11-14
Part C1	01-16	01-16	01-16	01-16	11-15	11-15	10-14	10-14	10-14	10-14
Part C2	01-16	01-16	01-16	01-16	10-14	10-14	10-14	10-14	10-14	10-14
Part C3	01-16	01-16	01-16	01-16	10-14	10-14	10-14	10-14	10-14	10-14
Part C4	01-16	01-16	01-16	01-16	07-15	07-15	07-15	07-15	07-15	07-15
Part C5	01-16	01-16	01-16	01-16	12-14	12-14	12-14	12-14	12-14	12-14
Part C6	01-16	01-16	01-16	01-16	11-15	11-15	10-14	10-14	10-14	10-14
Part C7	01-16	01-16	01-16	01-16	03-15	03-15	03-15	03-15	03-15	03-15
Part D	02-16	02-16	02-16	01-16	10-15	10-15	10-15	08-15	08-15	05-15
Chapter 10										
TOC	11-15	11-15	11-15	11-15	11-15	11-15	09-15	09-15	12-14	12-14
Part A	03-16	03-16	02-16	09-15	09-15	09-15	09-15	09-15	02-15	02-15
Part B	03-16	03-16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	03-16	03-16	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	02-16	02-16	02-16	10-15	10-15	10-15	10-15	12-14	12-14	12-14
Part E9	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
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	10-15	10-15	10-15	10-15	10-15	10-15	09-15	10-14	10-14
Appendix A										
Part 1	03-16	03-16	02-16	12-15	12-15	10-15	10-15	09-15	08-15	07-15
Part 2	03-16	03-16	09-15	09-15	09-15	09-15	09-15	09-15	07-15	07-15
Appendix E										
Part 1	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	03-15
Part 2	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	04-15	04-15
Part 3	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15
Appendix F										
Part 1	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	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	12-15	12-15	12-15	12-15	12-15	08-15	08-15	08-15	08-15	04-15
Appendix H										
Part 1	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	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	07-15	07-15	07-15	07-15	07-15	07-15
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	07-15	07-15	07-15	07-15	07-15	07-15
Part 3C	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	10-14	10-14
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

JTR	04-16	03-16	02-16	01-16	12-15	11-15	10-15	09-15	08-15	07-15
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	03-16	03-16	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	07-15	07-15	07-15	07-15	07-15	07-15
Part 3	03-16	03-16	08-15	08-15	08-15	08-15	08-15	08-15	08-15	07-15
Part 4	03-16	03-16	12-15	12-15	12-15	08-15	08-15	08-15	08-15	07-15
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	09-15	09-15	09-15	09-15	09-15	09-15	10-14	10-14
Part 1	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	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	02-16	02-16	02-16	11-15	11-15	11-15	06-15	06-15	06-15	06-15
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	03-16	03-16	10-15	10-15	10-15	10-15	10-15	09-15	08-15	04-15
Appendix P										
Part 1	03-16	03-16	08-15	08-15	08-15	08-15	08-15	08-15	08-15	06-15
Part 2	11-15	11-15	11-15	11-15	11-15	11-15	08-15	08-15	08-15	01-15
Appendix Q										
Part 1	02-16	02-16	02-16	09-15	09-15	09-15	09-15	09-15	08-15	07-15
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	08-15	08-15	08-15	08-15	08-15	08-15	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	03-16	03-16	12-15	12-15	12-15	10-14	10-14	10-14	10-14	10-14
Part 2	03-16	03-16	12-15	12-15	12-15	02-15	02-15	02-15	02-15	02-15
Appendix S										
App S	04-16	03-16	06-15	06-15	06-15	06-15	06-15	06-15	06-15	06-15
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	03-16	03-16	09-15	09-15	09-15	09-15	09-15	09-15	11-14	11-14
Appendix W										
App W	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	08-15	07-15

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). Authorization/approval is not required for the first checked bag.
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. Fees for the first checked bag are reimbursed. Any additional cost for excess weight or size must be authorized/approved.
2. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
3. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
4. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
5. 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).

***Change or Cancellation Fees.** A change or cancellation fee/penalty for commercial transportation may be authorized or approved by the AO when the change/cancellation is not for personal convenience, the circumstances are beyond the traveler's control and payment is not prohibited elsewhere in the JTR.

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.

Conference Registration Fee

1. Conference 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.
3. Registration fees for training courses are considered mission expenses vice travel expenses.

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

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 Fees

1. 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/DoD Component 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-D.

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 used for whatever purpose).
 - b. Medical supplies or equipment;
 - c. Tools;
 - d. Film;
 - e. Office or professional supplies and equipment;
 - f. Books;
 - g. Use of clerical assistance (e.g., typists, data processors, stenographers);
 - h. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
 - i. Registration fees for training courses: or
 - j. 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 Only**
 - 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 Only (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 Only (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.

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.

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

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

1. Personal expenses **are not reimbursable as travel expenses.**
2. Personal expenses include, but are not limited to:
 - a. Any products or services purchased or used for personal hygiene (e.g., barbers, hairdressers, toothpaste, razors, blow dryers, manicurists, masseurs or other similar items or services);
 - b. Parking or traffic ticket fines;
 - c. Gifts for child care, pet care, or hotel concierge;
 - d. Gym or workout fees; or
 - e. Similar items that would normally be purchased for personal use at the PDS.

Pet Quarantine. See Ch 5, Part A8 (for **Members Only**) and Ch 5, Part B8 (for **Employees Only**) 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. Registration fee reimbursement is not authorized/approved when the fee is for training. See Conference Registration Fee.

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. Prepaid refueling costs are not authorized. The AO may approve vendor refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.;
 - 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;

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

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.

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/DoD Component 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

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

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

(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 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5702 GENERAL**

- A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. POV Transportation Allowances. *POV transportation allowances are discretionary.*
- C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.
- D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).
- E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See [FTR §302-9.302](#)
- F. POV Shipment Requirements. The POV must be:
1. In operating order, and
 2. Legally titled and tagged for driving,
- by a licensed traveler named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

- A. Authorized Personnel. Personnel authorized POV transportation are a/an:
1. Employee transferred in the Gov't's interest, or
 2. New appointee, or
 3. Student trainee assigned the first PDS.
- B. Eligibility Determination. Commanding officers/designated representatives:
1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov't expense.
 2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
 3. In CONUS, who assign employees OCONUS must:
 - a. Comply with the eligibility criteria established for the specific OCONUS area, and
 - b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Gov't's interest for the employee to retain the POV at the PDS.
2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the Gov't's interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee's and immediate family's convenience.
2. Local conditions make it desirable for the employee to have a POV.
3. POV use by the employee contributes to the effectiveness of the employee's job.
4. The POV type is suitable for local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT Gov't EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense per Agency/Service determination. See [FTR §302-9.501](#).

5708 POV SIZE LIMIT

Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 1015-C2h, 2000-D and 2125).

5710 CARE AND STORAGE

A. Gov't Responsibility. The Gov't's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The employee at the destination, or
2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense (pars. 1015-C2h, 2000-D and 2125).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The TO determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Personally Procured Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.

B. Exception. The Agency may authorize POV transportation when it is to the Gov't's advantage IAW par. 5704.

C. Car Ferry. See Ch 3, Part I for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

- A. General. POV transportation may be authorized when any of the conditions in this par. are met.
- B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- D. Tour of Duty Completed. POV transportation may be authorized when the employee:
1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov't's interest for the employee to have a POV, or
 2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, and
 3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.
- E. Tour of Duty Not Completed. POV transportation may be authorized when the employee:
1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov't's interest for the employee to have a POV, or
 2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5706-E, and
 3. Is returning, through transfer, for the Gov't's convenience and not at personal request.
- F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is Not in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was in the Gov't's interest to have a POV, or
 2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5706-E, but
- is transferred to another OCONUS PDS where it is not in the Gov't's interest to have a POV, and the employee requests POV transportation to CONUS;
- G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was not in the Gov't's interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov't's interest to have a POV there, and
 2. Signs a service agreement IAW par. 5820; or

H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is *Not* in the Gov't's Interest to Have a POV

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov't's interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov't expense to the port/VPC serving the actual residence.

5718 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov't's interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).***
 - a. ***Example 1:*** An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
 - b. ***Example 2:*** An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - c. ***Example 3:*** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - d. ***Example 4:*** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov't's interest for the employee to have the POV in HI.
2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or 5820, unless determined that it is in the Gov't's interest ([CBCA 827-RELO, 4 October 2007](#)).

5720 RESTRICTED POV TRANSPORTATION

A. **General.** Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local Gov't:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

B. **Exception.** This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. 5704-E.

5722 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS. For an employee assigned to Johnston Island, transportation at Gov't expense is to the point authorized in par. 5704-E.

B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.

C. Alternate Ports/VPCs

1. A POV may be transported to an alternate designated port/VPC.
2. The Gov't's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.
3. For an employee assigned to Johnston Island, the Gov't's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.
4. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.
5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov't's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).
6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A1) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov't expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. 5704-E.
2. ***Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the employee's convenience.***
3. Transportation at Gov't expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD Component must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Employee Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
2. Limited to the actual cost of having the POV transported between the:
 - a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,
 - b. Port/VPC and the employee's new OCONUS PDS, or
 - c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. *Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.*
2. Status. Administrative leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#).
3. Overall Reimbursement Limitation
 - a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.
 - b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
 - a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
 - b. Port/VPC to the employee's new OCONUS PDS, or
 - c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. 2605 for one-way travel for the official distance traveled (as appropriate):

- a. To the port/VPC to deliver the POV, and
- b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. 5726-B3 cost limitations.

- a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC. Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$35 for between port/VPC and airport transportation = \$81.
- b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 is \$180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$295 for the one-way transportation cost of \$180 and one-way PCS MALT of \$115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A1.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. 2605 from the:

- a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
- b. Passenger POE (where the employee drops off dependents) to the port/VPC;
- c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
- d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or

- b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;
- c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.

B. Exception. This par. prohibits only the transportation at Gov't expense incident to the employee's PCS following vehicle purchase.

5730 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.

5732 REPLACEMENT POV SHIPMENT**A. General**

1. When a POV, transported at Gov't expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.

*2. Replacement POV transportation may be authorized IAW the conditions in par. 5732-B or 5732-C.

*3. A replacement POV, available at the OCONUS PDS, must meet U.S. Gov't motor vehicle safety/emission regulations for transportation to a CONUS/non-foreign location.

*4. See [USTRANSCOM Shipping Your POV Pamphlet](#), par. S for non-conforming POV transportation requirements.

*5. The employee is responsible for any additional costs (including required bonded transport) ICW the import of a non-conforming POV. A non-conforming POV is not an adequate replacement vehicle since the employee would incur charges to transport the vehicle back to the CONUS.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

*1. The reasons for the need of a replacement POV are:

*a. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and

*b. Acceptable to the DoD Component concerned; and

*2. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A3), and

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#));
2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS; and
- *3. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A).

D. Limitations

1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Gov't expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCESA. Transfer/Assignment between OCONUS PDSs

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov't expense provided the maximum amount the Gov't pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an employee assigned on Johnston Island whose dependents reside in Hawaii.
2. If, due to changed circumstances at a PDS, it is no longer in the Gov't's interest for the employee to have a POV at the PDS, the employee may transport it at Gov't expense to another OCONUS PDS to which the employee is transferred if it is in the Gov't's interest for the employee to have the POV there.
3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov't expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov't may not pay more than the transportation cost from the place to which it was last transported at Gov't expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Gov't's convenience, the Gov't may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the Gov't may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov't, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov't expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov't's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.
3. Any excess costs are the employee's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

5736 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the Gov't's advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *The JTR does not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the recertification date shown next to the destination). See par. 7000.

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjtr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Albania , Tirana	EUCOM	Baltimore	<i>28 Sep 2012</i>
Algeria , Algiers	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Angola , Luanda	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Argentina , Buenos Aires	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Armenia , Yerevan	EUCOM	Baltimore	<i>28 Sep 2012</i>
Australia			
Alice Springs	PACOM	Honolulu	<i>15 Feb 2013</i>
Learmouth (incl. Exmouth)	PACOM	Perth	<i>15 Feb 2013</i>
Azerbaijan , Baku	EUCOM	Baltimore	<i>28 Sep 2012</i>
Bahrain , Manama	CENTCOM	Baltimore	<i>1 May 2013</i>
Bangladesh , Dhaka	PACOM	Honolulu	<i>15 Feb 2013</i>
Barbados , Bridgetown	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		<i>15 Jun 2015</i>
Belize , Belmopan	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Benin , Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	<i>31 Jan 2015</i>
Bolivia , La Paz	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Bosnia , Sarajevo	EUCOM	Baltimore	<i>10 Apr 2014</i>
Botswana , Gaborone	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Brazil			
Brasilia	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Rio de Janeiro	SOUTHCOM	Miami	<i>15 Jun 2013</i>

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria , Sofia	EUCOM	Baltimore	28 Sep 2012
Burkina Faso , Ouagadougou	AFRICOM	Frankfurt	3 June 2016
Burma (See Myanmar)			
Burundi , Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia , Phnom Penh	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Cameroon , Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Chad , N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile , Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Shanghai (<i>eff. 8 Jul 2011</i>)	PACOM	Honolulu	7 Jul 2013
Colombia , Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica , San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire , Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Croatia , Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	*31 Jan 2018
Curacao (USCG members only; <i>eff 15 Sep 2015</i>)	USCG	Miami	15 Sep 2017
Cyprus , Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo , Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic , Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Ecuador , Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt , Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador , San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia , Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia , Addis Ababa	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Fiji , Suva	PACOM	Honolulu	15 Feb 2013
Gabon , Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Georgia , Tbilisi	EUCOM	Baltimore	<i>28 Sep 2012</i>
Ghana , Accra	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Greece			
Athens	EUCOM	Baltimore	<i>10 Apr 2014</i>
Larissa	EUCOM	Baltimore	<i>28 Sep 2012</i>
Greenland , Thule 1/	EUCOM	Baltimore	<i>09 Aug 2014</i>
Guatemala , Guatemala City	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		15 Jun 2015
Guinea , Conakry	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Guyana , Georgetown	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		15 Jun 2015
Haiti , Port au Prince	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Honduras , Tegucigalpa	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Hong Kong	PACOM	Los Angeles	<i>15 Feb 2013</i>
India			
Hyderaba (<i>eff 8 Jul 2011</i>)	PACOM	Honolulu	<i>7 Jul 2013</i>
New Delhi	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		31 Mar 2017
Indonesia , Jakarta	PACOM	Honolulu	<i>15 Feb 2013</i>
Iraq (<i>eff 2 May 2011</i>)	CENTCOM	Baltimore	<i>1 May 2013</i>
Israel , Tel Aviv	EUCOM	Baltimore	<i>28 Sep 2012</i>
Ivory Coast (See Cote D'Ivoire)			
Jamaica , Kingston	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Jordan , Amman	CENTCOM	Baltimore	<i>1 May 2013</i>
Kazakhstan , Astana	CENTCOM	Baltimore	<i>1 May 2013</i>
	USPHS		<i>1 May 2015</i>
Kenya , Nairobi	AFRICOM	Baltimore	<i>17 Apr 2013</i>
	USPHS		<i>17 Apr 2015</i>
Kosovo , Pristina (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	<i>28 Sep 2012</i>
Kuwait	CENTCOM	Baltimore	<i>1 May 2013</i>
Kyrgyzstan , Bishkek	CENTCOM	Baltimore	<i>1 May 2013</i>
	USPHS		<i>1 May 2015</i>
Laos , Vientiane	PACOM	Honolulu	<i>7 Jul 2013</i>
Latvia , Riga	EUCOM	Baltimore	<i>9 Aug 2014</i>
Lebanon , Beirut	CENTCOM	Baltimore	<i>1 May 2013</i>
Lesotho , Maseru (<i>USPHS only, eff 26 Nov 2013</i>)	USPHS	Baltimore	<i>31 Jan 2015</i>
Liberia , Monrovia (<i>eff 12 Sep 2008</i>)	AFRICOM	Baltimore	<i>27 May 2012</i>
Libya , Tripoli	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malawi, Lilongwe (USPHS members only)	USPHS	Baltimore	31 Jan 2015
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Malta, Valletta (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (<i>eff 22 Jul 2011</i>)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	<i>1 May 2013</i>
Jeddah	CENTCOM	Baltimore	<i>1 May 2013</i>
Jubail	CENTCOM	Baltimore	<i>1 May 2013</i>
Khamis	CENTCOM	Baltimore	<i>1 May 2013</i>
King Khalid Military City	CENTCOM	Baltimore	<i>1 May 2013</i>
Riyadh	CENTCOM	Baltimore	<i>1 May 2013</i>
Tabuk	CENTCOM	Baltimore	<i>1 May 2013</i>
Taif	CENTCOM	Baltimore	<i>1 May 2013</i>
Senegal, Dakar	AFRICOM	Frankfurt	<i>27 May 2012</i>
Serbia, Belgrade	EUCOM	Baltimore	<i>28 Sep 2012</i>
Sierra Leon, Freetown (eff 18 Apr 2011)	AFRICOM	Washington Dulles International Airport	<i>17 Apr 2013</i>
Singapore	PACOM	Honolulu	<i>15 Feb 2013</i>
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
South Sudan, Juba	AFRICOM	Frankfurt	3 June 2016
Spain, Albacete (eff 11 Apr 2012) For Personnel Assigned to Los Llanos Air Base	EUCOM	Baltimore	<i>10 Apr 2014</i>
Sri Lanka, Colombo	PACOM	Honolulu	<i>15 Feb 2013</i>
Sudan, Khartoum (eff 18 April 2011)	AFRICOM	Washington Dulles International Airport	<i>17 Apr 2013</i>
Suriname, Paramaribo	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Syria, Damascus	CENTCOM	Baltimore	<i>1 May 2013</i>
Taiwan, Taipei	PACOM	Sydney	<i>15 Feb 2013</i>
Tajikistan, Dushanbe	CENTCOM	Baltimore	<i>1 May 2013</i>
	USPHS		<i>1 May 2015</i>
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Thailand, JUSMAGTHAI (eff 21 Jan 2009)			
Bangkok	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		<i>15 Feb 2015</i>
Chiang Mai	PACOM	Honolulu	<i>15 Feb 2013</i>
Timor-L'Este, Dili (eff 20 June 2012)	PACOM	Honolulu	<i>19 June 2014</i>
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Turkey, Ankara	EUCOM	Baltimore	<i>10 Apr 2014</i>
Turkmenistan, Ashgabat	CENTCOM	Baltimore	<i>1 May 2013</i>
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Ukraine, Kiev	EUCOM	Baltimore	<i>10 Apr 2014</i>

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
	USPHS		10 Apr 2016
United Arab Emirates , Abu Dhabi	CENTCOM	Baltimore	<i>1 May 2013</i>
Uruguay , Montevideo	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Uzbekistan , Tashkent	CENTCOM	Baltimore	<i>1 May 2013</i>
Venezuela , Caracas	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Vietnam , Hanoi	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		<i>15 Feb 2015</i>
Yemen , Sana'a	CENTCOM	Baltimore	<i>1 May 2013</i>
Zambia , Lusaka	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Zimbabwe , Harare	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.