

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

DONALD G. SALO JR.

Deputy Assistant Secretary of the Army
(Military Personnel & Quality of Life)

KURT B. HINRICHS

RADM, USCG
Acting Director, Reserve and Military Personnel

JULIET M. BEYLER

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)

JOAN HUNTER

RADM, USPHS
Director, Commissioned Corps Personnel & Readiness
Office of the Surgeon General

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

MAP/CAP 73-16(I) -- Reference and Language Corrections - Various. Aligns JTR language with current Department of Defense Instructions. Corrects invalid references and performs general maintenance in various parts of the JTR. Affects pars. 3005-E5a, 5088-B2b, 5534-B1, 5772, 5818-D4, 7155-D, 7175-D8b, 7315-B1c and Chapter 7, TOC.

MAP/CAP 75-16(E) -- Combatant Command Premium Class Transportation Determination. Updates chart in par. 3510-A to show Combatant Command authority to authorize/approve premium class transportation accommodation per [DoDI 5154.31-V2](#) dated 16 October 2015.

MAP 78-16(E) -- Local Commuting Area - Non-DoD Services. Extends the requirement for commanders to establish a local area in a written directive to the Non-DoD Services. Affects par. 2800-B2.

MAP/CAP 80-16(E) -- Defense Travel System (DTS) Regulations. Removes Ch 1, Part B and redirects the JTR authority implementing DoDI 5154.31, Volume 3, DTS Regulations to, par. 1055. Establishes that the mileage computation through DTS/DTOD at the time a voucher is approved for payment is the reimbursable mileage amount. Affects Ch 1, TOC, par. 1055, and Ch 1, Part B.

MAP/CAP 83-16(E) -- Remove Transportation from the Incidental Expense (IE) Portion of Per Diem. Removes transportation costs from the IE portion of per diem based on FTR amendments 2011-03 (interim rule) and 2012-01 (final rule). Transportation costs are considered a separate reimbursable expense IAW FTR part 301-10. Affects App A1.

MAP/CAP 85-16(E) -- Brief Stay in the Permanent Duty Station (PDS) Vicinity During Temporary Duty (TDY). Allows payment of per diem when a member must stay briefly in the PDS vicinity while in a TDY status due to transportation connections. This brings members in line with employees who are currently authorized this allowance. Affects par. 4100-D.

MAP 86-16(E) -- Temporary Duty (TDY) Within the Local Permanent Duty Station (PDS) Area - 12 Hour Rule. Eliminates the reimbursement of occasional meals for a member who is TDY within the Local PDS area for 12 hours or less, as members are entitled to BAS for this purpose. This aligns members employees who are not currently authorized this allowance. Affects pars. 4050-A20, 4100, 4230-A3, and T4040-D2.

CAP 88-16(E) -- Accompanied Baggage Return - Civilian Employees. Allows the expedited return of accompanied baggage for an employee who, traveling as part of a troop movement, is separated from the movement, to be reimbursed for expediting their baggage back to their travel origination point. This aligns employees with members who are reimbursed under these conditions. Affects par. 3100-C.

MAP/CAP 89-16(E) -- Limit HHG Transportation for TDY. Limits HHG transportation for TDY travel for a traveler's comfort and wellbeing to TDY periods of 31 days or more. This aligns the regulations for members and employees and associates the HHG shipment with long-term TDY. Affects pars. 4505-A3 and 4580.

MAP/CAP 90-16(E) -- Rental Car Drop Off Fees. Allows an AO to approve reimbursement of a rental car drop off fee if a one-way rental is approved, or if the vehicle is dropped off at an alternate rental car facility when more advantageous to the Government. Affects par. 2830.

MAP 92-16(E) -- Replace 'Investigation' With 'Hearing'. Replaces the term 'investigation' with 'hearing' ICW a change of language in 10 USC §832 made in Pub. L. 113-66 (2013). Affects App E1, pars. A2j and C3.

CAP 94-16(E) -- Lodging - Government Ship. Removes language from par. 4110-B5 ICW reimbursement for lodging costs associated with quarters aboard a Government ship. The Services verified that there are no lodging costs for employees or members aboard a Government vessel. Affects par. 4110-B.

MAP/CAP 95-16(E) -- Language Correction - 'Should' to 'Must'. Strengthens the language in the JTR changing the word 'should' to 'must' in various circumstances. Affects pars. 4110-C4b, 4130-L1, and 4310-B2.

MAP 103-16(I) -- Remove Outdated Information. The Defense Message System (DMS) is an outdated form of communication that is no longer used by DTMO. This item removes the message address from App N1, par. D.

MAP 105-16(R) -- Temporary BAH Increase Rate. The PDTATAC Chair approved a temporary increase to the 2016 BAH rates for Klamath Falls, Oregon (OR373). This temporary higher rate is established IAW par. 10018 for an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Affects par. 10018-F.

MAP/CAP 108-16(I) -- Tour Length Change for Korea. Changes the tour length for Area I in Korea from a 24 month accompanied/12 month unaccompanied tour to a 12 month unaccompanied tour for both members and employees. Affects Appendices Q1 and Q3.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 SEPTEMBER 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 A3b	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
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Part A6b	06-16	06-16	06-16	06-16	05-16	11-15	11-15	11-15	11-15	11-15
Part A6c	05-16	05-16	05-16	05-16	05-16	03-16	03-16	01-16	01-16	07-15
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Part B5b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
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Part B5h	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
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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
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Part A1c	06-16	06-16	06-16	06-16	04-15	04-15	04-15	04-15	04-15	04-15
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Part A2c	06-16	06-16	06-16	06-16	04-15	04-15	04-15	04-15	04-15	04-15
Part A2d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A2e	06-16	06-16	06-16	06-16	10-14	10-14	10-14	10-14	10-14	10-14
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CHAPTER 1: GENERAL

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 APPLICATION

A. Personnel Covered

1. **Members Only:** The JTR applies to:
 - a. An Active or RC member, without regard to the Service, DoD Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);
 - b. Dependent(s) of an individual covered by the JTR (unless eligible for separate allowances); and
 - c. A member on loan, assignment, or detail to another Agency. Except as in par. 1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another Agency is authorized JTR allowances, not the allowances of the Agency to which loaned/assigned/ detailed.
2. **Employees Only:** The JTR applies to:
 - a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government;
 - b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);
 - c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;
 - d. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
 - e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
 - f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
 - g. A National Guard technician employed pursuant to [32 USC §709](#);
 - h. A person employed intermittently as a consultant/expert and paid on a 'when actually employed' basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;
 - i. A new appointee to the SES, and
 - j. Certain Presidential appointees.

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

1. A NAF official and/or employee traveling on NAF business (the JTR may be adopted and interpreted by NAF activities for NAF employees.);
2. A contractor's representative and/or contractor's employee under a contract with DoD;
3. A DoD employee appointed under [22 USC §2385\(d\)](#); or

4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America Act' always applies to DoD personnel).

C. Statutory Regulations

1. **Members Only:** The JTR:

a. Is the basic statutory Regulation governing a member's:

- (1) Travel and transportation at Gov't expense,
- (2) Certain OCONUS station allowances (OCONUS COLA, TLA),
- (3) Housing allowances (BAH, FSH, and OHA), and
- (4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of [37 USC §481](#) and [37 USC §1001](#).

2. **Employees Only:** The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing an employee's travel and transportation at Gov't expense.

b. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the Gov't

1. General. The JTR addresses allowances paid/reimbursed by the Gov't; and does **not** address travel involving no reimbursement by, or expense to, the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. Travel at Gov't Expense not Authorized

a. A travel authorization permitting travel at the traveler's option, does not authorize travel and transportation allowances or reimbursement of any expenses.

b. When travel at Gov't expense is not authorized, a traveler may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting.

E. **Members Only:** Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/separates, by personal choice:

- a. Before completing 2 years of continuous active duty, or
- b. Before completing a period of active duty agreed to in writing, or
- c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

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

G. Leave Policy

1. **Members Only**. See [DoDI 1327.06, Leave and Liberty Policy and Procedures](#).
2. **Employees Only**. See [DoDI 1400.25, Vol. 630](#) and Service/DoD Agency supplemental personnel and travel guidance for excused absence and permissive travel policies.

1005 PROHIBITION NOT STATED

A. Authority

1. **Members Only**: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in the JTR.
2. **Employees Only**: The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

B. Prohibition. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e., the philosophy of "It doesn't say I can't therefore I can." does not apply to the JTR).*

1015 IMPLEMENTATION

A. Regulatory Authority. IAW [DoDD 5154. 29](#) the provisions and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

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

C. Administrative Procedures. The Services/DoD Agencies (separately or jointly):

1. May issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.
2. Should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/DoD Agency regulations. The following list may not be all inclusive:
 - a. Completion and submission of travel vouchers (Ch 2, Part K);
 - b. Appropriate authority/approval level for business class air travel (par. 3500);
 - c. Order endorsements related to foreign flag carrier use (par. 3525-F);
 - d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);

- e. Procedures and conditions under which advance payments are authorized including those in:
- (1) PDT (Ch 5),
 - (2) Evacuation Allowances (Ch 6),
 - (3) Recruiting expenses (par. 7625),
 - (4) TLA IAW par. 9157 (Members Only),
 - (5) TQSE IAW Ch 5, Part B9 (Employees Only), and
 - (6) OHA, IAW par. 10028. (Members Only). *NOTE: Advance MIHA is not authorized.*
- f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);
- g. Claims for personally procured HHG transportation (par. 5210-D);
- h. Traveler financial responsibility (pars. 2000, 2125, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B);
- i. Personal emergency determination (par. 7010-A);
- j. Establishing dependency (see App A1 definition of dependent),
- k. CTO use policy (par. 2400);
- l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);
- m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);
- n. Currency loss/gain procedures for OHA (par. 10028-D) (Members Only);
- o. Command sponsorship criteria (see App A1 definition of command sponsored dependent) (Members Only);
- p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) (Members Only);
- q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-D) (Members Only); and
- r. Dependent escort travel and transportation allowances (par. 5152-F) (Members Only).

1020 SERVICE/DOD AGENCY REGULATION REVIEW PROCESS

- A. Requirement. [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.
- B. Application. The review process applies to all DoD Uniformed Services and DoD Agencies. Non-DoD Uniformed Services may submit their written material for review as desired.

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

1. Email: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil; or

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

3. Fax: (571) 372-1301 DSN (312) 372-1301

1025 EXPENDITURE AUTHORITY

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

1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.*

3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.

5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

6. For concurrent OHA and LQA payments, see par. 10036.

1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

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

1040 REGULATION CHANGE EFFECTIVE DATE

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

1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

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

1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A1 for definitions of terms, and A2 for acronyms. Use the relevant Chapters and Parts, with App A1 to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

*1055 DTS (WITHIN DOD)

*A. DTS Use Requirement. DoD travelers and AOs must use DTS to process authorizations, orders and vouchers for TDY travel and vouchers for local travel IAW [DoDI 5154.31, Vol. 3, DTS Regulations](#).

*B. Reservations Requirement. Travelers must use DTS to the maximum extent possible to arrange all en route transportation, Gov't Qtrs (where DTS functionality is available), commercial lodging, and rental cars. The CTO should not be contacted directly for reservations unless DTS is unavailable or commercial lodging cannot be arranged within DTS. The CTO must process reservations made in DTS IAW Ch 2, Part F.

*C. Mileage Computations in DTS

*1. The mileage recorded by DTS, on the date the voucher is approved for payment, is the official mileage for reimbursement.

*2. The mileage used in DTS is the DTOD version programmed in DTS at the time of the version release.

*D. Authority and Responsibility. When the AO signs an order or voucher that contains an expense that must be specifically authorized/approved, the act of signing the DTS document verifies that the expense is authorized/approved unless the JTR specifically requires additional justification or documentation.

*E. DTS Regulations. [DoDI 5154.31, Vol. 3, DTS Regulations](#) is the authority for DTS Use.

CHAPTER 1: GENERAL

PART B: RESERVED

FORMERLY DTS (PARS. 1100-1115)

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CHAPTER 2: OFFICIAL TRAVEL

PART L: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION

2800 GENERAL

A. Authority

1. Service/DoD Agency designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.

2. *POC travel may not be directed*; but is permitted:

a. In the Gov't's interest, or

b. For the traveler's convenience.

B. Local Area. The local area is the area:

1. Classification. The local area is:

a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service/DoD Agency in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or

c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.

*2. Designation. DoD installation/base/senior commanders shall establish the local area for all travelers, even if the travelers are from more than one command, unit, installation, or Agency, in a written directive.

C. Control and Delegation

1. A commander/DoD Agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These designated officials also are responsible for:

a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: DoD or the Service/DoD Agency must specify the business practice for managing and safeguarding such items, if applicable***), and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.

D. Reimbursable Expenses. See App G.

E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:

1. Is *not* covered in the JTR;
2. Is intended only for transportation from home to work site and return to home;
3. Is not intended for use to pay for travel to/from/between alternate work site(s); and
4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

F. Travel to and from Medical Facilities (Members Only)

1. Official Ordered Travel at Gov't Expense

a. A member ordered to a medical facility within the local area to:

- (1) Take a required physical examination, or
- (2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for transportation, unless Gov't transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.

2805 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel during usual official duty hours, between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

B. Commercial Transportation

1. 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.

2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

- a. Local public transit system (when tokens, tickets or cash fares are not furnished);
- b. Taxicab fares; and
- c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

- a. POC travel is reimbursed using the authorized TDY mileage (par. 2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.
- b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See App G.
- c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

- a. See par. 4780 for travel to/from a transportation terminal.
- b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.
- c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When POC and/or commercial transportation use is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;
2. The actual cost of necessary POC parking; and
3. The cost of local public transit system when tokens, tickets or cash fares are not furnished.

NOTE: The Service/DoD Agency must specify the business practices for managing and safeguarding such items, if applicable.

E. Examples

1. **Example 1.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ($50 + 25 + 10 - 70 = 15$).

2. **Example 2.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

Part L: Local Travel in and around the PDS/TDY Location

3. **Example 3.** The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus \$7.

4. **Example 4.** The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus \$10.

5. **Example 5.** The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a Gov't furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. **Example 6.** The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. **Example 7.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

F. Transportation Expense Reimbursement Tax **(Employees Only)**

1. Conditions. Local taxable travel exists when:

a. There is a reasonable expectation that an employee will work at a temporary/alternate location for more than one year, and for more than 35 workdays in a calendar year. The 35 Day Rule applies *only* for local taxable travel.

b. An employee travels:

(1) Daily to a temporary/alternate work location within the general commuting area, and

(2) To and from the residence within a day.

2. Reimbursement Taxable as Wages. Only reimbursement for travel to/from the employee's residence and the alternate work location are taxable as wages.

3. Federal, State, and Local Income Tax Obligations. The AO must advise the employee of potential federal, state, and local income tax obligations for transportation expense reimbursement, in the PDS area, if there is a reasonable expectation that the employee will work at a temporary location for more than one year, and for more than 35 workdays in a calendar year. Tax rules may differ by state and locality.

4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. 4970):

a. Applies only to long-term TDY assignments, and

b. May not be applied to local travel.

5. Examples

a. **Example 1.** An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.

b. **Example 2.** An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35 Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

2810 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

1. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.
2. The traveler must furnish a statement that Gov't transportation was not available or, if available, was not suitable for the travel involved.
3. The traveler may be reimbursed for:
 - a. Daily round trips between lodging and place of duty; and
 - b. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;
2. Taxicab fares; and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the Gov't's advantage*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. 2805-C.

2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares between the office/duty site and residence may be authorized/approved, IAW Service/DoD Agency regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours, and
2. Dependent on public transportation for travel, and
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis is to the Gov't's advantage be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours* ([58 Comp. Gen. 188 \(1978\)](#); [B-171969.42, 9 January 1976](#); [B-202836, 19 November 1981](#); and [B-307918, 20 December 2006](#)).

2820 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 2, Part K.

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)

Arrival/Departure Taxes/Fees. Fees that may be charged for entry and/or exit from a foreign country that is usually included in the transportation ticket cost. Reimbursable if directly incurred by the traveler and not included in the transportation ticket cost.

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.

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.

Commercial Travel Office (CTO) Fees. CTO fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

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.

Contracted TDY Lodging Expenses. Additional lodging costs, such as cleaning expenses (e.g., maid services, housekeepers, etc.) that are not included in the lodging contract are mission related expenses and not a separately reimbursable expense.

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.

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

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. Exchange Surcharge. A traveler, who pays with a GTCC or personal credit card for OCONUS expenses (e.g., restaurants and lodging) should ask the vendor to charge the credit card using local currency instead of U.S. dollars. Hotels and restaurants often add a higher surcharge to the exchange rate than do banks when the credit card is charged using U.S. dollars versus the local currency. This surcharge is part of the exchange rate and may not be reimbursed as a separately reimbursable expense and must be included on the receipt as part of the overall cost for the OCONUS expenses.

5. 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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;
 - j. Cleaning expenses for contracted TDY lodging (see par. 2830-G); and
 - k. 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.
- 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 military aircraft 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.

Potable Water and Ice. Potable water and ice are subsistence expenses covered by per diem and are not reimbursable as a separate travel expense ([28 Comp. Gen. 627 \(1949\)](#)).

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. Only the individual authorized to rent the special conveyance/rental vehicle may be reimbursed for authorized expenses associated with the conveyance/vehicle (e.g., gas).
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 to the individual authorized to rent the special conveyance/rental vehicle:

- 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;
- 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.

*s. Drop off fees for one way rental or when a vehicle is dropped off at an alternate rental car location and is approved by the AO as being more advantageous to the Gov't.

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 between Interim Terminals. Fees, not included in the transportation ticket cost, that are a direct cost to the traveler for transportation between interim transportation terminals for further transportation. Example - Ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

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. Local commercial transportation costs (e.g., taxi, bus) to and from a transportation terminal are authorized. POC transportation costs 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 VAT relief certificate used to avoid paying TDY lodging taxes is reimbursable.

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TRANSPORTATION

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CHAPTER 3: TRANSPORTATION

PART A: GENERAL

SECTION 1: POLICY AND RULES

3000 SCOPE

A. General. This Chapter applies to worldwide TDY and PCS travel by any transportation mode. It prescribes rules for accommodations a Gov't funded traveler may use on a specific transportation mode, U.S. flag carrier use, travel agency use, transportation expense reimbursement, travel in and around the TDY/PDS, and baggage transportation authority.

B. CTO Use. It is **MANDATORY** that a traveler:

1. Uses an available contracted CTO (DTMO contracted for DoD Services), or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements, or
2. Must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. DoD travelers contact DTMO.

3005 TRAVEL/TRANSPORTATION POLICY

A. General. The least expensive, unrestricted economy/coach accommodation is the standard for all passenger transportation modes.

B. Travel Prudence/Stewardship of Gov't Funds. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business at personal expense.*

C. GSA City Pair Program/Airfares. See App P. Contract city pair program regulations are found in [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and B2.

D. Official Travel. Transportation procured and/or paid for by the Gov't may be used only for the portion of a trip properly chargeable to the Gov't. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. Transportation professionals are typically aware of the 'usual routing' by which travelers are routed between locations.

1. The AO must justify travel other than by a usually traveled route.
2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.
4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

5. Examples

*a. **Example 1.** A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a traveler with disabilities whose PDS is Denver. The only TDY location is Dallas, but the order must document that the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at Gov't expense, and city pair airfares are authorized.

b. **Example 2.** A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city pair airfares nor other airfares restricted to official Gov't business may be used to or from Miami since Miami is not an official location.

F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel related regulations.

G. Accommodations (FTR §301-72.2)

1. Common Carrier Accommodations. Common carrier accommodations ICW official travel, are in Ch 3, Parts F, G, and H.

2. Medical Reasons. See par. 2110-J for medical reasons/justification for 'other than economy/coach' accommodations

3. Physical Characteristics. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom).

4. Special Needs. See App A1 for "Special Needs" definition.

5. Less than Minimum Standards. A traveler may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the traveler/Service needs require use of these accommodations.

H. Non-U.S. Flag Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on a non-U.S. flag aircraft/ship, except as in pars. 3525 and 3665.

I. Dependent Seating. Each dependent, traveling at Gov't expense, is authorized a seat.

J. Interlining

1. General. When interlining (automatic baggage transfer between airlines) is unavailable the traveler must go to the baggage area, pick up the luggage, go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

2. Interlining Unavailable. If a traveler must change airlines to get to a destination, and one/both airlines do not interline baggage, the traveler is not required to use that airline even if it is less expensive.

3. Restrictions. This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.

3015 COMMON CARRIER TRANSPORTATION PROCUREMENT

- A. Passenger Movement. See [DTR 4500.9-R, Part I - Passenger Movement](#).
- B. City Pair Program. See App P for policy and FAQs regarding the City Pair Program.

3020 UNUSED GOV'T PROCURED TRANSPORTATION

A. General

1. A traveler who returns unused Gov't procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.
2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.
3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.
4. All adjustments ICW official transportation must be promptly processed to prevent loss to the Gov't.
5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local CTO/TMC.
6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.
7. See par. 2715 or 2720 for lost/stolen/unused ticket/GTR reimbursement.

B. Gov't Cost Involved. When Gov't cost is involved, the cost for:

1. Sleeping/parlor car accommodations furnished and used, and/or
2. Shipping UB on tickets without the passenger,

must be deducted from the amount otherwise payable to the traveler.

3025 TRAVEL TIME

A. Travel by Gov't Conveyance and/or Common Carrier on Gov't Procured Transportation. Travel time for travel by:

1. Gov't conveyance (except Gov't automobile), and/or
2. Common carrier obtained by *Gov't procured transportation*

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Gov't automobile is computed under par. 3025-C.

B. Travel by other than Authorized Mode. A traveler who elects to travel by other than the authorized transportation mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC, if to the Gov't's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. Gov't conveyance (vehicle).

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the Gov't's advantage, travel time is limited to that authorized in par. 3025 for the authorized commercial transportation for the official ordered travel distance.

4. Driving Distance per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When a travel order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, NTE the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the Gov't's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. 3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. 3025-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the Gov't's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. 3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. 3025-C for commercial transportation for the official distance of the ordered travel.

F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. 3025-C.***

3030 SCHEDULING TRAVEL

A. General. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission.

B. Factors. Consideration should be given to all of the following:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at origin, destination or intermediate stops;

4. The need for onward transportation;
5. The traveler's comfort and wellbeing;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination;
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange economy/coach accommodations;
10. Carefully reviewing requests for first and business class to determine if mission needs may allow for a change in travel dates to support a lower class accommodation; and
11. 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).

C. Early Departure. When a traveler departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the traveler should be prepared to provide a brief statement of the reason for departing earlier than scheduled, if such a statement is required by financial regulations.

3035 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger POE,
4. Passenger POD,
5. First duty station,
6. Last duty station,
7. HOR,
8. A designated place,
9. Safe haven location,
10. POV loading port/VPC,
11. POV unloading port/VPC,
12. POV storage facility
13. PLEAD **(Members Only)**,
14. HOS **(Members Only)**,
15. A COT leave location **(Members Only)**,

16. A RAT leave location **(Employees Only)**, and
17. Last move home location (SES) **(Employees Only)**.

CHAPTER 3: TRANSPORTATION

PART B: BAGGAGE

3100 ACCOMPANIED BAGGAGE

A. General

1. This par. prescribes transportation authority for:
 - a. Accompanied baggage transported free on a transportation ticket, and
 - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. Charges (if imposed by the carrier) for the first checked bag are a reimbursable miscellaneous expense. Charges for a second or subsequent bag may be authorized/approved, by the AO, when necessary and in the Government's interest.
3. See App A1 for definitions of baggage and baggage, accompanied.
4. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
5. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. [Baggage allowance policy links](#) for airlines are part of GSA's City Pair Program (CPP).
6. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
7. See par. 1300-D for lost, delayed, or damaged accompanied baggage claims.
8. See App G for reimbursement of charges for baggage transferring, storing, checking, and handling.

B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the TO who issued the ticket at the time of transmitting the unused ticket for redemption.
3. ***Failure to observe this rule results in any excess cost to the Gov't being the traveler's financial responsibility.***

*C. Accompanied Baggage Return as Part of a Troop Movement. When a traveler's accompanied baggage is integrated into baggage transported as part of a troop movement but the traveler is later removed from the movement order, expedited transportation may be used to return/forward that traveler's accompanied baggage to the traveler. This expedited transportation must be authorized/approved IAW Service regulations.

3105 EXCESS ACCOMPANIED BAGGAGE

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. Includes the first piece of accompanied baggage, *if there is a charge for the first piece*.

B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage (pars. 1015-C2h, 2000-C and 2125).

C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

D. Expense Reimbursement (See App G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or
- c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. *An individual traveler may be reimbursed only for carrying articles/material/equipment needed by that traveler.*

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets; and/or
- b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or
- d. The traveler's preference, personal convenience or if contrary to the Gov't's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in Gov't procured transportation documents, and/or
2. Reimbursed to the traveler, and/or
3. Paid for with a Miscellaneous Charge Order.

3110 UNACCOMPANIED BAGGAGE (UB)

UB is also commonly referred to as “Hold Baggage” by some Services/Agencies.

A. General

1. Definition. See App A1, definition of baggage.
2. HHG Weight Allowance. UB weight is part of the traveler’s authorized HHG weight allowance.
3. Weight Limitation. The maximum weight of UB transported by any mode, at Gov’t expense is 2,000 lbs. (net).
4. Weight Limit Example: Traveler’s HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.
5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler’s financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.
2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov’t expense if authorized IAW Service regulations.

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CHAPTER 3: TRANSPORTATION

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL

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

1. Restricted Airfare

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

b. The AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

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

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

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

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

C. Personally Procured Transportation. See par. 3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Gov't/Gov't procured transportation under this Part.

D. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.

2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by a medical authority and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. 3660 for stateroom standards and required U.S. flag ship use.

4. Family Member's Medical Travel. Non-availability of Gov't/Gov't procured air transportation does not apply for directing a traveler to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.
2. See Ch 2, Part F ICW scheduling travel.
3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. 4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. 3510:

1. May authorize/approve business/first class travel, and
2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD Component/Agency finances and mission requirements.

H. Decision Support Tools

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

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

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

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

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.

2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations. See par. 2000.

L. Advance Seat Assignment

1. Advance seat assignment is a personal choice and is not reimbursable unless it is in the Gov't's interest for official travel.

2. Examples of Gov't interest are:

- a. A parent or guardian that needs to be seated with a minor child;
- b. An eligible traveler that needs to be seated with an authorized attendant or escort; or
- c. An eligible traveler with a special need that requires advance seating due to medical or reasonable accommodation reasons, per Service/DoD agency policy.

3. The traveler must provide justification that advance seating is necessary subject to AO determination.

M. Blanket Travel Order. See definition of "blanket order" in App A1 for other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. 3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. Gov't/Gov't procured air transportation should be used for travel to/from, and between OCONUS areas.
4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. 3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. Gov't aircraft may be used only for official purposes IAW [41 CFR §101-37.402](#) (Employees Only).
9. Travel by Gov't/Gov't procured air transportation (unless medically inadvisable) is required for an (Employees Only):
 - a. Employee on TDY travel:
 - (1) To and from CONUS, or
 - (2) Between OCONUS duty points; and

- b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

A. Cabins Equipped with Same Seating

- 1. The entire aircraft is economy/coach seating if an airline flight:
 - a. Has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same),
 - b. Codes the airfares in the front of the airplane as full fare economy/coach, and
 - c. Only restricted economy/coach airfares are available in the economy/coach cabin,.
- 2. Qualifying for other than economy/coach travel is not required to purchase a non-restricted economy/coach fare seat in the front of the aircraft as the entire aircraft is 'economy/coach'.

B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare

- 1. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/ approval is required.
- 2. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

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

3510 AUTHORIZING/APPROVING OFFICIALS FOR ‘OTHER THAN ECONOMY/COACH’ AIR ACCOMMODATIONS DETERMINATIONS

*A. Authorizing/Approving Officials. The officials listed below may authorize/approve ‘other than economy/coach’ use for a traveler/dependent if any of the criteria in par. 3515 or 3520 are met. See DoDI 5154.31, Vol 2, Enclosure 3.

	<u>FIRST CLASS</u>	<u>BUSINESS CLASS</u>
*OSD, Defense Agencies, and DoD Field Activities	*Administration and Management Director. <i>No further delegation.</i>	*Administration and Management Director. May be delegated no lower than 3 star civilian equivalent level.
*Joint Staff	*Director, Joint Staff. <i>*No further delegation.</i>	*Director, Joint Staff. *May be delegated, no lower than 3 star or civilian equivalent level.
*Combatant Commands	*Combatant Commanders. *May be delegated no further than the Command’s 3 star deputy or vice commander.	*Combatant Commanders. *May be delegated no lower than 2 star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and 4 star major commanders or their 3 star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, 4 star major commanders, 3 star deputy/vice commanders, or 2 star/ civilian equivalent level. <i>No further delegation.</i>
Public Health Service Members Only	Secretary of Health and Human Services. <i>No further delegation.</i>	Flag officers at the 2 star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <i>No further delegation.</i>
NOAA Corps Members Only	NOAA Corps Director. <i>No further delegation.</i>	
Coast Guard Members Only	Secretary of Homeland Security (effective 14 August 2013). <i>No further delegation.</i>	Coast Guard Commandant/Vice Commandant (effective 14 August 2013) <i>No further delegation.</i>

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. 2110-I.

3515 ECONOMY PLUS/COACH ELITE SEATING

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

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the Gov't's interest and/or necessary because the traveler and/or dependent is limited by a special need (see App A1) such that lesser cost economy/coach accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating or advance seat assignment (par. 3500-L) must be authorized/approved as being in the Gov't's interest.

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

3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

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

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

2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

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

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

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

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

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

C. Authorized/Approved Circumstances for Business Class and First Class Use

1. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table.
2. *If business class is available, the traveler may not be moved into first class even though both are shown.*
3. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.
4. Business and First Class Accommodations Table

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

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>3. <u>Medical Reasons</u>. See par. 2110-J for medical reasons. First class may be considered for use when business class is not available.</p>	<p align="center">X</p>	<p align="center">X</p>
<p>4. <u>Exceptional Security Circumstances</u>. These include:</p> <ul style="list-style-type: none"> a. A traveler whose use of other than business class or first class service would endanger the traveler's life, or Gov't property. b. A protective detail agent accompanying an individual authorized to use business class or first class service. c. A courier or control officer accompanying a controlled pouch/package. <p><i>Business class should be used, if available.</i></p>	<p align="center">X</p>	<p align="center">X</p>
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <ul style="list-style-type: none"> a. Federal advisory committees, b. Special high level invited guests, and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal Gov't officials. <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center">X</p>	<p align="center">X</p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p align="center">X</p>	<p align="center">X</p>
<p>7. <u>Transportation Payment by a Non-Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <ul style="list-style-type: none"> a. For First Class Only: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class. b. The travel order must state that transportation services have been paid, in advance, by a non-federal source. c. <u>DoD Members/Employee</u>: See the Joint Ethics Regulation (JER), DoD 5500.7-R. d. <u>Non DoD Service Members</u>: See Service issuances. 	<p align="center">X</p>	<p align="center">X</p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).</p>	<p align="center">X</p>	<p align="center">X</p>

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non-U.S. flag carriers do not provide adequate sanitation/health standards.</p> <p>b. Non-U.S. flag carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. 3525 for rules governing U.S. flag carrier use.</p>	<p align="center">X</p>	<p align="center">X</p>
<p>10. <u>Overall Saving to Gov't</u>. When business class use results in overall saving to the Gov't that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order.</p>	<p align="center">X</p>	
<p>11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u></p> <p>a. <i>All</i> of the following criteria must be met:</p> <p>(1) Scheduled flight time is in excess of 14 hours (this includes non-overnight airport stopovers and plane changes), and</p> <p>(2) Origin and/or destination is OCONUS, and</p> <p>(3) The mission is so unexpected and urgent it cannot be delayed/postponed, and</p> <p>(4) A rest period cannot be scheduled en route, or at the TDY site before starting work.</p> <p>b. The authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach class and business class.</p>	<p align="center">X</p>	
<p>12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u>. Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the Gov't's interest.</p>	<p align="center">X</p>	

3525 U.S. FLAG AIR CARRIER USE

A. Code Share Flights

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

B. Non-U.S. Flag Air Carriers

1. Members, employees, and dependents are required to use available U.S. flag carriers for all official commercial air transportation as indicated in par. 3500.
2. A member, employee, or a dependent may not be authorized to travel by non-U.S. flag air carrier if a U.S. flag air carrier is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to members, employees, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).
2. When it is determined that a U.S. 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](#)).

D. Requirements

1. Available U.S. flag air carriers must be used for all commercial air transportation of persons/property when the Gov't funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as in par. 3525-F, U.S. flag air carrier service is available if the:
 - a. Carrier performs the required commercial air transportation, and
 - b. Service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non-U.S. flag air carrier costs less, or
 - (2) Non-U.S. flag air carrier service is preferred by the service/traveler,
 - (3) Non-U.S. flag air carrier service is more convenient for the Service/DoD Component/traveler, or
 - (4) The only U.S. flag air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route.
2. U.S. flag air carrier service is not available when one of the following exceptions exists:
 - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Gov't and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No Service on a Flight Segment. No U.S. flag air carrier provides service on a particular flight segment, in which case non-U.S. flag air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. flag air carrier service.
 - c. Involuntarily Rerouting. A U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier. If given a choice to substitute service, the traveler should select a U.S. flag air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).
 - d. Transportation Paid for by non-U.S. Gov't Source. Air transportation on a non-U.S. flag air carrier is paid in full directly, or later reimbursed, by:
 - (1) A foreign Gov't (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
 - (2) An international agency; or
 - (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

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

e. Travel Time

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

(4) Examples

(a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. flag carrier that goes from Guyana to NY City, and then another U.S. flag carrier from NY City to Miami, and finally a non-U.S. flag airfare from Miami to Belize. Alternatively, there is a non-U.S. flag airfare from Guyana via Miami to Belize. The usual routing would be Guyana to Miami to Belize and use of a non-U.S. flag carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.

(b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. flag carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non-U.S. flag carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

(c) **Example 3.** If there is no U.S. flag carrier, the general rule for DoD is to use a non-U.S. flag carrier to the CLOSEST point at which a U.S. flag carrier can be found and then use a U.S. flag carrier for the remainder of the trip. In the reverse, use a U.S. flag carrier to the farthest distance possible and then use the non-U.S. flag carrier for the remainder. If there is a code share airline available that uses the U.S. flag air carrier's flight number, that is considered to be the same as using a U.S. flag carrier, as long as the U.S. flag carrier's flight number is used.

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

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

h. Traveler Safety

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

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

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

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

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

k. Travel between Midnight and 6 a.m.

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

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

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

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

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

F. Non-Availability Documentation

NOTE: The following requirements also apply to the use of a foreign flag ship/ferry in, pars. 3665 and 3720.

1. Non-U.S. flag air carrier use may be authorized/approved when the AO determines a U.S. flag air carrier is unavailable based on par. 3525-E criteria.
2. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler.
3. Endorsements on the order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable.
4. The documentation should include the:
 - a. Traveler's name;
 - b. Non-U.S. flag air carrier(s) used;
 - c. Flight/carrier identification number(s), if applicable;
 - d. Origin, destination and en route points ;
 - e. Date(s);
 - f. Justification; and
 - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S. flag air carrier use must be selected.

b. Schedule selection is made using the following guidelines when:

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

2. Schedule Selection. The following example applies par. 3525-G1a when selecting a schedule.

3. Example

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

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

b. Using par. 3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. flag air carrier service.

- c. Schedule 3 provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule 2 between Ankara and Rome.
- d. Schedule 3 should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route.
- e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S. flag air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

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

3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (Employees Only)

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

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

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

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

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

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

D. Air Evacuation Required for Medical Reasons

- 1. Transportation Mode. Travel by appropriate aircraft must be required when a medical authority determines it is necessary for an employee's medical evacuation.
- 2. Employee Medical Transportation. See par. 7075 for authority to provide Gov't funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
- 3. Dependent Medical Transportation. See par. 7120 for authority to provide Gov't funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.

4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for an employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

CHAPTER 4: TDY
PART B: PER DIEM
SECTION 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. Lodging Plus per diem is not authorized for any day that PCS MALT Plus per diem is paid **(Members Only)**.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. 4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and [DoD FMR 7000.14-R, Volume 9](#)).
12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.
13. Ordinarily, per diem is based on the traveler's TDY location at 2400.
14. M&IE payment does not require expense itemization and/or receipts.
15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility/mess for per diem computation purposes.
16. For TDY within a COCOM/JTF AOR, see par. 4605.
17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).

18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility/mess is not a deductible meal.

19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

*20. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:

a. Reservation,

b. Station, or

c. Other established area. This includes established, large reservation subdivisions that:

(1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or

(2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:

a. Front gate location for the reservation, station, or other established area, or

b. County per diem rate for the TDY location, or

c. Standard CONUS per diem rate, if neither the city/town nor the county is listed.

C. References

1. TDY Location Determination. See the [U.S. Census Bureau](#) website to determine in which county a destination is located.

2. Per Diem Location Claims Case. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

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

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

F. Overseas Post Differential (Employees Only)

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.

2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

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

- A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the [M&IE rate](#) for the TDY location is paid for each travel day.
- B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the higher for the 2 on day 2 for day 2).
- C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.
- D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.
- E. Tax Implications (Employees Only). Per diem payment for TDY of more than 12 hours but less than/equal to 24 hours may be taxable ([IRS Revenue Rule 68-663](#) & [26 CFR §1.162-2\(a\)](#)). The employee should verify possible state and local implications.

4060 TDY MORE THAN 24 HOURS

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

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

- A. M&IE Rate. 75% of the appropriate locality [M&IE rate](#) is paid:
1. Regardless of departure time, and
 2. If travel begins and ends on the same day, and is longer than 12 hours.
- B. Rates Not Applicable. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
- C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.
- D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:
1. TDY location per diem rate, or
 2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.
- E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

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

4070 STOPOVER POINT

A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. **Lodging does not include sleeping in the transportation terminal.**

B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

4075 FULL CALENDAR TRAVEL DAYS

A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.

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

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

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.

2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate **do not apply**.

3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/debarkation port M&IE rate applies.

B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.

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

4085 EXAMPLE

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

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

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

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

C. TDY ICW Leave

1. General

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

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

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

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

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

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

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

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

6. Leave Temporarily Interrupted due to Recall to PDS

a. When a traveler departs the PDS on leave and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS, return per diem and transportation expenses may be authorized.

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

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

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

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

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

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

8. TDY Directed at Leave Status Termination

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

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

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

a. PCS travel and transportation allowances for travel performed from the:

(1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and

(2) Leave address, or place at which the order is received, to the TDY station; and

(3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

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

1. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station. See [CBCA 2463-TRAV](#) dated 11 November 2011 and [B-129607](#), 21 November 1956.

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

E. Field Duty (Members Only)

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

a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't Qtrs at no charge and/or Gov't meals at no charge for an enlisted member, were not available during stated field duty periods.

b. Member participates in the operation advance planning or critique phase.

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

(1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and

(2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

(1) Authorize a [per diem rate](#) in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or

(2) Delegate authority to prescribe such a rate to a:

(a) Department headquarters bureau/staff agency chief, or

(b) Naval Systems headquarters commander

but there may be no further delegation.

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

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

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

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

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

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

- a. Accompanies a military unit on field duty, or
- b. Provides noncombatant support to a military unit (App A1).

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

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

are available.

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

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

G. Personnel Traveling Together

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

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

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.

4. Per diem prohibition:

- a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.
- b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.
- c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.

6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230

7. Limited reimbursement refers to reimbursement for occasional meals and lodging.

8. An employee pays the food cost and operating expense (surcharge) and is authorized reimbursement for food

costs (Employees Only).

H. Straggler. See par. 7665. (Members Only)

I. Ordered to Active Duty with PDS Not Designated in the Order (Members Only). TDY per diem is:

1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.
2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

J. Service Academy Graduates. See par. 7650. (Members Only)

K. Undergoing Processing (Members Only)

1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:

- a. Processing,
- b. Indoctrination,
- c. Basic training (including follow-on technical training and/or home station training for an RC member),
or
- d. Instruction in a TDY status

at a place that both Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:

a. During travel to/from/between places for:

- (1) Processing,
- (2) Indoctrination,
- (3) Training, or
- (4) Instruction;

b. During a Delay/processing incident to:

- (1) Travel to a designated PDS, or
- (2) While awaiting transportation to PDS; or

c. Through the Secretarial process for TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned.

L. Inpatient (Members Only)

1. General. Per diem is:

- a. *Not* authorized for a member who is a hospital inpatient.
- b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).

2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. 4230.

3. Hospitalized Member. See par. 4090-N.

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

N. Hospitalized Member (Members Only)

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [DoD FMR, Volume 7A, Ch 13](#), and (par. 1245).

2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoD FMR, Volume 7A, Ch 13](#).

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

1. Specifically authorized jointly by the Secretaries Concerned;
2. Traveling under a Uniformed Service order;
3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

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

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

4095 REDUCED [PER DIEM](#)

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.
2. Reduced per diem rate authority must be requested and authorized prior to the travel.
3. The reduced per diem rate must be less than the locality [per diem rate](#).

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-H.
5. Include the name and telephone number for a PoC who may be contacted concerning the request.
6. If the request is approved, the appropriate office listed in par. 4095-H authorizes a lower per diem rate to the requesting official.
7. **USCG Exception.** USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority

1. A DoD Component head or the Secretary Concerned may authorize (in advance) [per diem rates](#) in lesser amounts (to zero) when the travel/duty circumstances warrant it and are unusual to the Service/DoD Component concerned. See par. 4090-E.
2. Except for pars. 4215 and 4110-C, a DoD Component head (App A1) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part **(Employees Only)**.

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

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

1. Obtained before travel begins, or
2. Part of an order amendment/modification covering a prospective period after the original order was issued,

an order prescribing a different per diem rate is **not authorized** and the applicable locality [per diem rate](#) is used.

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

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

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

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

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

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

1. **Members Only**
 - a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
 - b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

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

2. **Employees Only**

- a. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
- b. Navy and Marine Corps: Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
- c. Air Force: HQ USAF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- d. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

1. Per Diem Not Authorized. Per diem is not authorized:

- *a. For TDY performed within the PDS limits or at/within the vicinity of the place of abode (residence) from which the traveler commutes daily to the official station ([CBCA 1795-TRAV, 12 March 2010](#), [B-318229, 22 December 2009](#)).
- *b. At the old/new PDS for TDY en route ICW PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY.

2. Per Diem Authorized

- a. General. A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).
- b. Example. A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to

Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

3. Member Hospitalized at the PDS (Members Only). This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized at the PDS.

4. Member Escorting An Arms Control Inspection Team/Member (Members Only). Par. 4230-A3a permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §494](#)).

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

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. 2800-B), unless overnight lodging is required.

2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.

*3. See par. 3040 for transportation allowances.

*4. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized within the PDS local area (Members Only).

C. TDY within the PDS Limits for Emergency Circumstances

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

2. See Ch 3 for transportation allowances.

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

a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,

b. At a location within the PDS limits,

c. At other than at the member's residence or normal duty location, and

d. Overnight accommodations are used by reason of such duty.

*D. Brief Stay in the PDS Vicinity during TDY. Per diem at the PDS must be paid if:

*1. A traveler's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the traveler passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace),

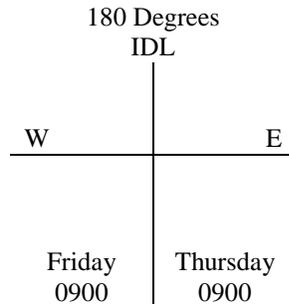
*2. The traveler is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)), and

*3. The brief stay in the PDS vicinity is due to circumstances beyond the traveler's control and not for personal convenience.

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

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

B. Computing Per Diem when Crossing the IDL



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

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

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

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

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

4110 SHIP TRAVEL

A. Per Diem. Per diem:

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

B. Gov’t Ship

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

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

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

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

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

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

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

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

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

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

*b. The AO must:

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

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

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

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

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

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

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

1. Per Diem. Per diem is authorized during each fitting-out/conversion period.

2. Fitting-Out/Conversion Period. The fitting-out/conversion period includes the day the:

- a. Ship is commissioned or service craft is placed in-service, and
- b. Ship is decommissioned or service craft is placed out of service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:
 - a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or
 - b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out of service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

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

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

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

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

4115 CAR FERRY TRAVEL

See Ch 3, Part I.

4120 PER DIEM RATE REVIEW

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

1. Members Only:
 - a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
 - b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
 - c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
 - d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

- e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
- f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Employees Only:**

- a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
- b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
- c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long-term TDY. If long-term lodging arrangements cannot be made by the traveler, the traveler must contact a CTO to find adequate lodging within the parameters of par. 4250.
6. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.
7. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
8. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. Lodging Plus Computation

1. Requirements

- a. Per diem computed under this Part is based on the Lodging Plus computation method.
- b. Per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location.
- c. The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using Lodging Plus computation.

2. Exceptions. Per diem for all official TDY travel must be computed under the Lodging Plus method except when:

- a. A reduced per diem rate is authorized for the TDY (par. 4095);
- b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. 4100-B;
- c. A per diem rate for travel by ship applies;
- d. Meals and lodging are furnished without cost to the traveler;
- e. An AEA is authorized for some/all of the TDY assignment;
- f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty; or
- g. Per diem applies for a consultant, expert, and private individual (including an ROTC member).

C. Receipts

1. General. See par. 2710 and the [DoD FMR 7000.14-R, Volume 9](#) concerning receipts.
2. Long-Term TDY Flat Rate Per Diem. A lodging expense receipt is not necessary when par. 4250 applies unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

- a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on Gov't business.
- b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.
- c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax exemption](#) may be offered at the option of the lodging facility.

2. CONUS and Non Foreign OCONUS Area. Lodging tax in CONUS and in a non foreign OCONUS area is:

- a. *Not* included in the [locality per diem lodging](#) ceiling, and
- b. A reimbursable expense (App G) when per diem/AEA is paid.

3. Foreign Area. Lodging tax in a foreign area is:

- a. Included in the [locality per diem lodging](#) ceiling, and
- b. *Not* a reimbursable expense (App G) when per diem/AEA is paid.

E. Gov't Qtrs

1. A fee/service charge paid for Gov't Qtrs use is an allowable lodging expense.
2. Reimbursement for Gov't Qtrs use is NTE the maximum locality lodging ceiling.
3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a Gov't Installation, and Gov't Qtrs on that Gov't Installation are available and directed on the order **Members Only**.

F. Single and Multiple Room Occupancy

Members Only: The following presumes the member is not TDY to a U.S. Installation and ordered to use available Gov't lodging on that U.S. Installation.

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
 - a. Each official traveler is responsible for their portion of the room rate. **Example:** Two official travelers share a room—each is responsible for 50% of the room cost; three official travelers share a room—each is responsible for 33% of the room cost).
 - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.
 - c. Examples of Room Charge Allocation:
 - (1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is responsible for \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).
 - (2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is responsible for, and receives, \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.
3. Official Traveler Shares a Room with a Non Gov't Traveler(s). If an official traveler shares a room with a person(s) who is/are not a Gov't traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. **Members Only**
 - a. Lodging reimbursement **is not authorized** for a member who lodges with a friend/relative at the friend's/relative's residence.
 - b. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
 - c. A member cannot be directed to lodge with a friend/relative.
 - d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, long-term TDY, limited evacuation and other circumstances.

e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.

f. **Example:** A member (outpatient) and an employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the employee may be eligible for reimbursement of some lodging costs. See par. 4130-G.

2. **Employees Only** ([FTR §301-11.12](#))

a. Lodging reimbursement is not ordinarily authorized for an employee who lodges with a friend/relative at the friend's/relative's residence. When an employee lodges with a friend/relative in the friend's/relative's residence, with or without charge, the employee may be reimbursed for additional lodging costs the host incurs in accommodating the employee if the employee can substantiate the costs and the AO determines the costs are reasonable.

b. An employee, who lodges at the friend/relative's residence, is authorized the TDY location M&IE rate if otherwise eligible.

c. An employee cannot be directed to lodge with a friend/relative.

d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, long-term TDY, limited evacuation and other circumstances.

e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.

f. **Example:** An employee (long-term TDY) and a member (short term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See par. 4130-G.

g. The employee must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

h. GSCBA Decisions Related to an employee lodging at a friend's/relative's residence:

(1) If the friend/relative is in the business of renting lodging on a regular basis, i.e., operating a hotel or apartment house, the "friends or relatives" provision does not apply ([GSBCA 14398-TRAV, 24 Feb 1998](#)).

(2) If an employee is transferred to a new PDS, and sent TDY to the old PDS and the employee stays at the former residence which was not yet sold, then the employee is not authorized reimbursement for lodging at the former residence ([GSBCA 15600-TRAV, 7 March 2002](#)).

(3) An employee 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 employee 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 was to run until Friday, 25 February. The employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBGA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee lodged at the family residence in the TDY area. GSBGA also indicated that for the first and last TDY days, 22 and 25 February (unless the employee was authorized to return on the 26th) the employee 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.](#)

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees. Official travelers are not authorized reimbursement for more than their equal share of the lodging payment. Official travelers who accept more spacious lodging to provide lodging for other non-official travelers are limited to reimbursement for lodging sufficient to accommodate the official traveler(s).
2. Long-term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.
5. AEA must be:
 - a. Authorized/approved by the AO and
 - b. In the Gov't's interest. See par. 4305.

I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not increase or decrease the traveler's per diem rate. Authorized per diem (lodging plus M&IE) is calculated as if the traveler were not accompanied by dependents, except that IAW pars. 4130-A7 and -A8, the lodging reimbursement is limited to the cost of lodgings sufficient to accommodate the official traveler(s).

J. Lodging in other than Commercial Facilities. When no commercial lodging facility is available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than a commercial facility is allowed. Such facility may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide a written explanation that is acceptable to the AO. Reimbursement must not exceed the locality per diem rate.

K. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location (i.e., where neither Gov't Qtrs nor commercial lodging is available) and must be obtained in an adjacent locality where the per diem rate is higher, the AO may, authorize/approve the higher per diem rate of the adjacent locality. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.

L. Online Booking Tool

- *1. General. A traveler must:
- a. Follow Service/DoD Component procedures for making lodging reservations, and
 - b. Reserve a room directly with the hotel/chain, if authorized by the Service/DoD Component. This includes using the hotel's online website.

2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/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.

M. Advance Lodging Deposit. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the DoD Component/Service.

N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. See App G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for a TDY traveler.

B. Per Diem Limitation. The total daily amount paid by the Gov't for the traveler's lodging, and M&IE is NTE the applicable per diem rate authorized in Ch 4, Part B ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)), unless an AEA is authorized/approved under Ch 4, Part C.

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

D. Training Course Exception (**Employees Only**). See par. 4965-B.

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate (or AEA if appropriate) for the en route stopover site (i.e., the location the traveler stayed overnight).

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);
3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;

4. Must be approved after the fact (or may be authorized in advance ICW par. 4145-B3 analysis) by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
5. Is limited to a maximum of 7 consecutive days.
6. Extensions (more than 7 consecutive days) must be approved (after travel) (or may be authorized in advance if par. 4145-B3 applies) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

B. Authorization/Approval. Dual lodging may only be authorized/approved when:

1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;
2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)). **Example:** Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;
3. There is an economic impact based on (but not limited to):
 - a. Daily/weekly/monthly room rates,
 - b. Availability,
 - c. Storage charges, or
 - d. Shipment costs.

Example: Traveler is told if they check out of Gov't Qtrs for 2 nights, no room will be available upon return. [GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#); or

4. The traveler is unable to occupy the original lodging due to conditions beyond their control ([B-257670, 10 January 1995](#)). **Example:** A traveler staying in a recreational vehicle (RV) is forced to move to motel due to extreme weather.

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.
2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (App G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Lodging Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the per diem/AEA plus lodging tax that would have been paid had the traveler remained overnight at Location A.

E. Lodging Receipts. *Lodging receipts are required for dual lodging claims.*

F. Long-term Dual Lodging Not Allowed

1. Long-term dual lodging is not authorized.
2. An order may not authorize long-term dual lodging.
3. Multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.
4. Known TDY locations must be named in the order.

G. Computation Examples

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

1. **Example 1.** A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (App G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

<u>Per Diem Rates</u>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
Per Diem for the TDY Assignment in Location B			
<u>First Day</u>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (NOTE)	
<u>Second thru Fifth Day</u>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax (NOTE)	
<u>Return day to Location A</u>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

2. **Example 2.** A traveler occupied Gov't Qtrs while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Gov't Qtrs (daily cost \$25) while on the 3-day TDY assignment, the Qtrs might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Gov't Qtrs while TDY in Location D and authorized/approved the cost of those Qtrs as a reimbursable expense (App G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.

Per Diem Rates			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Gov't Qtrs for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day (Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (NOTE)	
Second and Third Day (Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (NOTE)	
Day of Return to Location C (Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

4150 LODGING OBTAINED AFTER MIDNIGHT

A. **Lodging Required.** When the traveler is en route to a TDY location and does not arrive at the lodging site until 2400 or later, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

B. **Lodging Not Required.** If no lodging is required, the per diem rate is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

4155 LONG-TERM TDY LODGING

A. **General.** If a traveler is 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. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.

B. Computation

1. When a traveler rents/leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).
2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodging at a daily rate.
3. This does not apply when a residence is purchased. See par. 4165.

C. Computation Example

Leave Taken While TDY with Long-Term Lodging (Non-Flat Rate Per Diem)
1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).
2. Lodging (apartment & utilities) is obtained on a long-term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation (**Members Only**).

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven (**Members Only**).

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

4160 APARTMENT, HOUSE, MOBILE HOME, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY

A. General. An apartment, house, mobile home, or recreational vehicle (e.g., camper, camping trailer, or self-propelled recreational vehicle) leased or rented ICW official TDY qualifies as lodging.

B. Expenses

1. General Maintenance. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) the fees listed below. These expenses do not apply to contracted TDY lodging (see par. 2830-G).
 - a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);
 - b. Dumping;
 - c. Showers;
 - d. Cleaning/maids;
 - e. Cable TV;
 - f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and

g. Monthly telephone use. Monthly telephone use *does not include*:

- (1) Installation charges;
- (2) Unofficial long distance calls; and/or
- (3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See App G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

- a. Apartment, house, or recreational vehicle rent;
- b. Parking space for the recreational vehicle rent;
- c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
- d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994](#).

3. Furniture Expenses

a. Rental

(1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.

(2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the Gov’t the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995](#).

(3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010](#).

b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).

c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).

4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. [FTR §301-11.12\(b\)](#).

4165 RESIDENCE OR RECREATIONAL VEHICLE PURCHASED AND USED FOR TDY LODGING

A. Reimbursement is not authorized for any costs associated with a residence purchased /owned, by a traveler, when used as lodging while in a TDY status. For this par., a 'residence' includes an apartment, house, mobile home, or like dwellings that are normally used as a permanent residence.

B. When using a personally owned recreational vehicle (e.g., camper, camping trailer, 5th wheel, or self-propelled recreational vehicle), the traveler may not be reimbursed for any expenses associated with the purchase, sale, or payment for the recreational vehicle. The traveler may be reimbursed parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees which may be considered as a lodging cost ([FTR §301-11.12](#)), NTE the total of the maximum lodging rate allowed for the entire TDY.

4175 LODGING PER DIEM COMPUTATION

A. General. Lodging reimbursement while on TDY or at a delay point, is NTE the [locality per diem lodging](#) ceiling for the TDY or delay location.

B. Total Day's Per Diem. The lodging cost/locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate.

C. Maximum Reimbursement. Reimbursement is NTE the maximum per diem rate for the TDY/stopover locality unless an AEA is authorized/approved IAW Ch 4, Part C.

D. Lodging Not Available at the TDY Location. When lodging is not available at the TDY location, the per diem rate for lodging at another location may be authorized (par. 4130-K).

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

4200 M&IE RATE DETERMINATION

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

B. CONUS Full Days

1. **Members Only**

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

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

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

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

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

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

2. **Employees Only**

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

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

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

C. OCONUS Full Days

1. **Members Only**

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

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

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

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

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

d. OCONUS IE

(1) The OCONUS IE rate used is:

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

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

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

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

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

2. **Employees Only**

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

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

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

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

d. IE Rate

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

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

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

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

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

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

3. Gov't Dining Facility/Mess. A Gov't dining facility/mess is:

- a. Available only if Gov't Qtrs on a U.S. Installation are available and the command controlling the Gov't dining facility/mess has made the dining facility/mess available to the traveler.
- b. **Not available** on an interim travel day, except when traveling within the AOR IAW par. 4605-B1c.

4. Gov't Qtrs (**Employees Only**). Gov't Qtrs use may **not** be directed for an employee (par. 1055-A) unless TDY to an Integrated Lodging Program Pilot location, IAW par. 1265.

4205 DEDUCTIBLE MEALS

A. PMR Application

1. The PMR in pars. 4200-B1c and 4200-C1c applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
2. The Gov't should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
3. A meal provided to the traveler for which the Gov't pays nothing does not affect per diem payment.
4. The following examples show how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check App A1, for the current GMR.

a. PMR Computation

- (1) The PMR example below uses the Standard CONUS M&IE rate of \$51 and the Standard GMR of \$13.85 to compute the PMR amount. The \$51 consists of \$46 for meals and \$5 for incidental expenses (IE). *The rates used are for illustrative purposes only.*
- (2) The PMR is the average of the standard GMR and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar. Only the meal rate (not the entire M&IE rate) is used to compute the PMR.
- (3) The appropriate IE rate is added to the PMR to create the proportional M&IE rate.
- (4) Example:

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	$\$46 + \$13.85 = \$59.85$
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	$\$59.85 \div 2 = \29.925 (Rounded to \$30)
Step 3	Add Step 2 total to the CONUS IE rate	$\$30 + \$5 = \$35$
Step 4	Proportional Meal and IE Rate	\$35

b. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$13.85. Gov't furnished meals are not available for the first and last day; however, two Gov't meals are available for the second day. The AO authorizes a PMR of \$30 for the second day. Gov't dining facility/mess deductions are not taken for the arrival and departure travel days (see pars. 4065-4080).

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
	<u>Computation</u>	<u>Total</u>
Day 1	$\$55 + [(\$51(\text{M\&IE}) \times 75\%) = \$38.25] =$	\$93.25
Day 2	$\$55 + \$30 (\text{PMR}) + \$5 \text{ IE} =$	\$90.00
Day 3	$\$51 \times 75\% =$	\$38.25
TOTAL		\$ 221.50

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

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

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

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

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

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

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

4210 NON DEDUCTIBLE MEALS

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

1. Box/'bagged' meal from a Gov't dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the Gov't dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. **NOTE: See par. 4605 for a traveler on TDY within a COCOM or JTF AOR.**
2. In flight meal,
3. Rations furnished by the Gov't on military aircraft,
4. Gov't meal consumed in a Gov't dining facility/mess,

5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or
7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with *or* without breakfast).

B. Limitations

1. **Members Only**

- a. An organization may not provide a Gov't meal in a Gov't dining facility/mess at no charge to a TDY member and order it used as a deductible meal for per diem.
- b. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) as addressed in [DoD FMR, Vol. 7A](#), par. 250204.C1.
- c. A Gov't dining facility/mess is available only when Gov't Qtrs on the U.S. Installation on which the member is TDY are available (see par. 4235-B1).
- d. [DoD FMR Vol. 7A, Ch 25](#) and [Vol. 12, Ch 19](#) prohibit military members from being provided meals or rations at no charge by or on behalf of the Gov't while entitled to BAS (**NOTE: Members on TDY receive BAS.**) for the same period of service, except when a patient is in a hospital. See par. 4235-C.
- e. **Example.** A member is TDY with a unit conducting an exercise. The U.S. Installation on which the member is TDY does not have enough on base lodging for all members in TDY status. Member receives a non-availability of Gov't Qtrs and lodges off base during the exercise. Because Gov't Qtrs are not available, the dining facility/mess is therefore also not available. Consequently, the AO may not direct member to the GMR or PMR (i.e., to eat all/some meals in dining facility/mess) and the member must be reimbursed for meals at locality per diem meal rate, regardless if member chooses to purchase/consume one or more meals in the Gov't dining facility/mess.

2. **Employees Only**

- a. An organization may not provide a Gov't meal in a Gov't dining facility/mess at no charge to a TDY employee and order it used as a deductible meal for per diem.
- b. A Gov't dining facility/mess is available only when Gov't Qtrs on the U.S. Installation where the employee is TDY are available and the command controlling the Gov't dining facility/mess on that U.S. Installation has made the Gov't dining facility/mess available to the traveler. See par. 4200.
- c. [DoD FMR Vol. 12, Ch 19](#) prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.

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

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

4220 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. CONUS: \$5 IE; or

2. OCONUS:

a. **Members Only**

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

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

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

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

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

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

b. **Employees Only**

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

(2) The OCONUS locality [IE, or](#)

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

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

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

B. Maximum Per Diem

1. General. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum [per diem rate](#).

2. Field Duty/Field Training Exercise

a. **Members Only**. See par. 4090-E for per diem ICW field duty.

b. **Employees Only**. See par. 4090-F for per diem when TDY is performed in support of a field training exercise with a military unit.

4230 OCCASIONAL MEALS AND/OR LODGING

A. **Members Only**

1. General. A member is authorized reimbursement for meals and/or lodging when the AO determines the member must execute one of the occasional meals and lodging requirements **and** is in a status IAW this par.

2. Requirements

- a. Procure lodging from commercial, Gov't or NAF sources;
- b. Use Gov't Qtrs and pay a service charge;
- c. Retain lodging at a prior TDY location when the retention is authorized/approved by appropriate authority; or
- d. Procure meals from commercial or NAF sources;

3. Status

- a. Member Escorting Arms Control Inspection Team/Members. Within PDS limits, only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in country period referred to in the treaty or agreement. See par. 4100-A4.
- b. TDY within the PDS Local Area (Outside the PDS Limits). See par. 4100-B.
- *c. Members Traveling Together with No/Limited Reimbursement. See par. 4090-G.
- *d. TDY or Training Duty Aboard a Ship. See par. 4110.
- *e. Field Duty. See par. 4090-E and 4090-F.
- *f. A Member and/or Straggler Separated from Others Traveling Together Under an Order Directing No/Limited Reimbursement Travel. See pars. 4090-G and 4090-H.
- *g. EUM. See par. 4240.
- *h. Inpatient. See par. 4090-L.
- *i. SROTC Member. Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no Gov't Qtrs or Gov't dining facility/mess are available. See par. 7375-B7.

4. Computation

a. Lodging

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

or to procure/retain lodging at more than one location on any calendar day, reimbursement is IAW par. 4145.

b. Meals

(1) Procured Meals Required. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) based on the applicable per diem rate for the TDY locality.

(2) More than One Locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

B. **Employees Only**

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

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

a. The actual amount paid up to the PMR (no IE) in par. 4200-B1c and 4200-C2b for meals, and/or

b. Lodging up to the maximum lodging per diem rate,

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

3. AEA. See Ch 4, Part C if the lodging/meal costs exceed the maximum rates.

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

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

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

1. When Gov't lodgings on the U.S. Installation are not available (see Ch 2, Part H);

2. On travel days; or

3. When an AO determines:

a. The use of the Gov't dining facility mess adversely affects mission performance;

b. There is excessive distance between the Gov't dining facility/mess and places of duty, and/or of lodging;

c. Transportation is not reasonably available between the Gov't dining facility/mess and places of duty, and/or of lodging; or

d. Duty hours and Gov't dining facility/mess operating hours are not compatible.

C. GMR/PMR Documentation

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

D. Limitations

1. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) in [DoD FMR, Vol. 7A](#), par. 250204.C1.
2. A TDY member pays for meals in the Gov't dining facility/mess and is authorized the GMR/PMR except for limited circumstances:
 - a. Field duty (par. 4090-E and 4090-F),
 - b. Sea duty (par. 4110),
 - c. EUM (par. 4240),
 - d. Members traveling together with no/limited reimbursement (par. 4090-G), and
 - e. JTF operations (par. 4600).
3. See [DoD FMR, Vol. 7A, Ch 25](#) for pay account collection.

4240 ESSENTIAL UNIT MESSING (EUM) (Members Only)

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

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

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

D. IE Rate. The IE rate paid is:

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

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CHAPTER 4: TDY

PART C: AEA

4300 GENERAL

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

4305 JUSTIFICATION

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

B. Reasons for Authorizing/Approving AEA

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

4310 AUTHORITY/APPROVAL

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

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed; (*except for an AEA under par. 4335, for members only, which may be authorized only in advance of travel*);
- *2. Must be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. Should be uniform (if possible) among travelers traveling at Gov't expense when they travel together and/ or to the same place at which an AEA is warranted.

4315 LIMITATIONS

A. Conditions

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

Service/DoD Component concerned should submit a request for a per diem rate review IAW par. 4120.

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

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

4320 AEA DETERMINATION

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

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

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

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

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

C. Air Crew Travel **(Members Only)**. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Gov't aircraft that provide transportation, even when assigned exclusively to that duty. For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.

4325 EXPENSES

- A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (see App A1).
- B. Expenses Not Allowed. The following expenses are not allowed:
 1. Meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a Gov't paid registration fee;
 2. Meals procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends ([B-189622, 24 March 1978](#)); or
 3. Meals purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the traveler is accustomed to is a personal preference and is not a "justifiable reason". [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

4330 PER DIEM AND AEA ON A SINGLE TRIP

A traveler performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances in par. 4345-E.

4335 OVER 300% MAXIMUM AEA (Members Only)

A. General. Under special/unusual circumstances or when a member has no alternative but to obtain OCONUS lodging that exceeds 300% of the applicable [rate](#) (par. 4340), an amount in excess of 300% may be authorized in advance only ([47 Comp. Gen. 127 \(1967\)](#)).

B. Authorization. An AEA in excess of 300% may only be issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW par. 4310 to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

b. FAX: (571) 372-1301 or,

c. E-Mail: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil with "AEA REQUEST" in the subject line;
or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

C. Restrictions. An AEA in excess of 300% must be:

1. Made in advance of travel,
2. For an OCONUS location, and
3. For a member.

This AEA type cannot be authorized for employees.

4340 REIMBURSEMENT

A. Limitations

1. General. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Reimbursement

a. **Members Only**. Depending on what AEA level is authorized/approved, reimbursement ***for M&IE must not exceed the percentage of AEA authorized NTE 300% of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.***

b. **Employees Only**. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. Incidental Expenses (IE)

1. CONUS. The maximum reimbursement for IE in CONUS is \$5.

2. OCONUS. The maximum reimbursement for IE OCONUS is:

a. **Members Only**

(1) \$3.50 OCONUS for all full TDY days (except interim travel days) when the member is TDY to a U.S. Installation and Gov't qtrs are available on that U.S. Installation, or

(2) The locality IE when member's TDY location is not a U.S. Installation, or

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

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

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

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

b. **Employees Only**

(1) \$3.50 OCONUS for all full TDY days (except interim travel days) when the employee is TDY to a U.S. Installation and stays in Gov't qtrs on that U.S. Installation, or

(2) The locality IE when the employee is not lodged in Gov't qtrs on the TDY U.S. Installation, or

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

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

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

3. AEA

a. The AO may determine that the locality IE rate is insufficient if the traveler incurs exceptionally high expenses for ATM fees, GTCC advance fees, or laundry expenses that the AO determines were reasonable and unavoidable, and may authorize AEA above the maximums in par. 4340-B2.

b. AEA for M&IE must apply, by location, for the entire TDY period at that location.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the Lodgings Plus method,

2. Lodging is reimbursed on an actual expense basis.

3. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

4. Example

- a. A traveler is authorized/approved an AEA NTE 150% for lodging.
- b. The traveler is paid M&IE on a per diem basis. M&IE itemization is not required.
- c. The locality per diem rate is \$90 (lodging) + \$51 (M&IE) = \$141 (Total).
- d. The AEA must not exceed 150% of the **total** (\$141) locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:
 - (1) $\$141 \text{ (Total Per Diem)} \times 150\% = \$211.50 = \$212$
 - (2) $\$212 - \$51 \text{ (M\&IE)} = \$161$ maximum allowed for lodging

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

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include federal lodging program rooms ICW par. 2005-A) and/or meals, and AEA reimbursement is authorized/approved, the total daily amount paid by the Gov't to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under pars. 4310 and 4340. See [60 Comp. Gen. 181 \(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#).

E. Itemization

1. Required. When an AEA includes M&IE, a detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (e.g., taxicab fares and conference registration fees), must be submitted for AEA reimbursement.
2. Not Required. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

4345 AEA COMPUTATION

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

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

C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. These expenses include baggage tips, clothing laundry/dry cleaning/pressing, hotel maid tips, and similar expenses IAW the IE portion of the per diem (App A1). Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

D. Lodging Tax. See App G.

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

1. General

a. Mixed travel involves travel to multiple TDY locations with:

- (1) More than one daily maximum reimbursement rate during a single trip, and/or
- (2) Reimbursement on both a per diem and an actual expense basis on a single trip.

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

c. Only one reimbursement method is authorized for each TDY location except when reimbursement is authorized for occasional meals or lodging in par. 4230.

2. Reimbursement

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

b. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 4080 applies for reimbursement when return travel to the home/PDS requires 2 or more days.

4350 COMPUTATION EXAMPLES

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

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

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

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

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

C. **Example 3:** AEA Single TDY Location. AEA authorized for lodging and M&IE. AO approves IE exceeding the locality rate (\$5.00/day CONUS) IAW par. 4340-B3.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/ \$70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		<u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$219 (\$146/day x 150% = \$219/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$70 (\$47/day x 150% = \$70.50 = \$70, subtract \$.50)				
ITINERARY						
Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	\$149	\$12.60	\$23.40	\$27.17	\$63.17	\$13.00
10-02	\$149	\$15.00	\$17.19	\$23.24	\$55.43	\$8.00
10-03	\$149	\$11.00	\$24.25	\$25.26	\$60.51	\$0
10-04	\$149	\$9.25	\$25.19	\$27.82	\$62.26	\$40.00
10-05	\$149	\$13.20	\$18.16	\$26.62	\$57.98	\$0
10-06	\$149	\$9.74	\$15.64	\$27.89	\$53.27	\$15.00
10-07	\$149	\$12.13	\$25.46	\$37.89	\$75.48	\$0
10-08	\$149	\$10.13	\$15.25	\$26.64	\$52.02	\$10.13
10-09	\$149	\$14.26	\$23.33	\$30.01	\$67.60	\$0
10-10	\$149	\$13.25	\$16.58	\$31.15	\$60.98	\$5.00
					Total IE	\$91.13

IAW par. 4345-C, all IE must be averaged by the total number of days to determine a daily amount.
 $\$91.13/10 = \9.11

Reimbursement						
Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	\$63.17	\$9.11	\$72.28	\$70.00	\$149	\$219.00
10-02	\$55.43	\$9.11	\$64.54	\$64.54	\$149	\$213.54
10-03	\$60.51	\$9.11	\$69.62	\$69.62	\$149	\$218.62
10-04	\$62.26	\$9.11	\$71.37	\$70.00	\$149	\$219.00
10-05	\$57.98	\$9.11	\$67.09	\$67.09	\$149	\$216.09
10-06	\$53.27	\$9.11	\$62.38	\$62.38	\$149	\$211.38
10-07	\$75.48	\$9.11	\$84.59	\$70.00	\$149	\$219.00
10-08	\$52.02	\$9.11	\$61.13	\$61.13	\$149	\$210.13
10-09	\$67.60	\$9.11	\$76.71	\$70.00	\$149	\$219.00
10-10	\$60.98	\$9.11	\$70.09	\$70.00	\$149	\$219.00
Total Reimbursement					\$2164.76	
The Maximum M&IE payable per day is \$70.00.						

D. **Example 4:** AEA Single TDY Location. AEA authorized for lodging and M&IE. AO Approves IE Limited to the locality rate (\$5.00 CONUS) IAW par. 4340-B1.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/ \$70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		<u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$219 (\$146/day x 150% = \$219/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$70 (\$47/day x 150% = \$70.50 = \$70, subtract \$.50)				
ITINERARY						
Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	\$149	\$12.60	\$23.40	\$27.17	\$63.17	\$13.00
10-02	\$149	\$15.00	\$17.19	\$23.24	\$55.43	\$8.00
10-03	\$149	\$11.00	\$24.25	\$25.26	\$60.51	\$0
10-04	\$149	\$9.25	\$25.19	\$27.82	\$62.26	\$40.00
10-05	\$149	\$13.20	\$18.16	\$26.62	\$57.98	\$0
10-06	\$149	\$9.74	\$15.64	\$27.89	\$53.27	\$15.00
10-07	\$149	\$12.13	\$25.46	\$37.89	\$75.48	\$0
10-08	\$149	\$10.13	\$15.25	\$26.64	\$52.02	\$10.13
10-09	\$149	\$14.26	\$23.33	\$30.01	\$67.60	\$0
10-10	\$149	\$13.25	\$16.58	\$31.15	\$60.98	\$5.00
					Total IE	\$91.13

IAW par.4345-C, all IE must be averaged by the total number of days to determine a daily amount.
 $\$91.13/10 = \9.11

In this Example, the AO authorized IE not to exceed the locality rate IAW par. 4340-B1. The traveler is limited to an average of \$5.00 per day for IE.

Reimbursement						
Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	\$63.17	\$5.00	\$68.17	\$68.17	\$149	\$217.17
10-02	\$55.43	\$5.00	\$60.43	\$60.43	\$149	\$209.43
10-03	\$60.51	\$5.00	\$65.51	\$65.51	\$149	\$214.51
10-04	\$62.26	\$5.00	\$67.26	\$67.26	\$149	\$216.26
10-05	\$57.98	\$5.00	\$62.98	\$62.98	\$149	\$211.98
10-06	\$53.27	\$5.00	\$58.27	\$58.27	\$149	\$207.27
10-07	\$75.48	\$5.00	\$80.48	\$70.00	\$149	\$219.00
10-08	\$52.02	\$5.00	\$57.02	\$57.02	\$149	\$206.02
10-09	\$67.60	\$5.00	\$72.60	\$70.00	\$149	\$219.00
10-10	\$60.98	\$5.00	\$65.98	\$65.98	\$149	\$214.98
Total Reimbursement					\$2135.62	
The Maximum M&IE payable per day is \$70.00.						

CHAPTER 4: TDY

PART E: HOUSEHOLD GOODS

SECTION 1: **MEMBERS ONLY**

4500 GENERAL

- A. General. This Part prescribes TDY HHG transportation allowances.
- B. Delivery Out of Storage. Delivery out of storage is authorized at Gov't expense, regardless of the length of time in storage (as long as the order and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.
- C. TDY HHG Authorized Locations. See tables in par. 4575.

4505 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

A. General

- 1. Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost.
- 2. An AO/commanding officer may authorize/approve HHG transportation required for the member's personal comfort and wellbeing while on TDY, in addition to any authorized UB.
- *3. Shipment of HHG, under this part, is not authorized unless the TDY is for 31 days or more.

B. Restrictions

- 1. If required due to unusual circumstances, Service regulations may restrict the type of HHG items shipped to a TDY location.
- 2. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, firearms (par. 5208-H) and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission.
- 3. Any restriction must be stated on the TDY order.

4510 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. The following may be transported in addition to the member's TDY weight allowances:

- 1. PBP&E (par. 5268), and
- 2. Required medical equipment (par. 5192).

B. Weight Allowance

1. General

- a. TDY maximum weight allowances do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weight of unpacked and uncrated HHG.

- b. If practicable, the actual weight of unpacked and uncrated HHG is established before packing.
2. Net Shipment Weight. See pars. 5200-B, 5202, 5204, and 5206.
3. Higher Weight Allowance. On a case by case basis, the Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 lbs. including the allowance listed below):
- For a member below pay grade O-7, and/or
 - When failure to increase the TDY weight allowance would create a significant hardship for the member.

TDY WEIGHT ALLOWANCE (POUNDS)			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
Officer Personnel			
General/General of the Army	Admiral	N/A	2,000 2/
Lieutenant General	Vice Admiral	Surgeon General	1,500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1,000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1,000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
Enlisted Personnel			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

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

2/ The Secretarial Process may authorize additional weight up to 2,000 lbs. (up to 4,000 lbs. total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on/after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed/lost during transportation, through no fault of the member, a replacement shipment (within the member's weight allowance) may be made at Gov't expense ([68 Comp. Gen. 143 \(1988\)](#)).

4515 LIMITATIONS

A. General. Under a TDY order, a temporary to permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination/origin is the TDY station, subject to the following cost limitations:

1. From PDS to TDY station;
2. Between TDY stations; or
3. From the last TDY station to the old PDS, or to the new PDS.

B. New Orders. When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

4520 TRANSPORTATION METHODS

The transportation methods in par. 5210 apply.

4525 FACTORS AFFECTING TDY HHG TRANSPORTATION

A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.

B. Order Amended, Modified, Canceled or Revoked. The provisions in par. 5208-J apply.

C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

4530 EXCESS CHARGES

A. Unauthorized Articles. HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member must arrange separate transportation for such articles.

B. Unauthorized Shipment. When a shipment includes unauthorized articles that are later disclosed, the member is financially responsible for transporting them. If the transportation cost of these articles cannot be established, see par. 5206.

4535 CALLED/ORDERED TO ACTIVE DUTY

A. Called/Ordered to Active Duty. See par. 5282-B for transportation allowances when called/ordered to:

1. Initial active duty for training for less than 6 months, or
2. Active duty for less than 20 weeks.

B. Relieved from Active Duty. See par. 5320 for transportation allowances when a member is relieved from active duty ICW this par.

4540 PCS WITH TDY EN ROUTE

See par. 5284-A.

4545 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG (within the PCS weight allowance) may be:

1. Placed in NTS for the entire TDY period under par. 4565-C; or
2. Packed and moved from Gov't Qtrs to private sector housing in the old PCS vicinity, if required to vacate Gov't Qtrs.

4550 ITDY

A. General. If authorized/approved by the Secretarial Process, HHG transportation (within the PCS weight allowance) under an order from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

1. The TDY station, or
2. Any CONUS point, or
3. Other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. 4565-C.

B. HHG Transportation to PDS. HHG stored or shipped under this par. may be transported to the member's PDS after TDY.

C. Dependent Transportation. See Ch 4, Part I.

4555 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP

A. General. An order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. A ship,

authorizes allowances to a member in pars. 4555-B and 4555-C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending a PCS assignment to a ship (other than one in par. 4555-C) transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;
2. From Gov't Qtrs to private sector housing in the old PDS vicinity, if required to vacate Gov't Qtrs; and
3. NTS under par. 4565-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

1. Under an order from a PDS to TDY pending a PCS to an:
 - a. OCONUS assignment, or
 - b. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,
2. PCS HHG weight allowance transportation may be made to any combination of:
 - a. Any CONUS location the member specifies;
 - b. The OCONUS duty station; and
 - c. NTS under par. 4565-C.

4560 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

A. General. This par. applies to an order from a PDS to TDY ICW:

1. Building,
2. Fitting out,
3. Converting, or
4. Reactivating a ship

that directs duty on board when commissioned.

B. Ordered to a Ship Not Specified as Unusually Arduous. Transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and
2. NTS under par. 4565-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. 4565-C.

4565 HHG STORAGE ICW TDY/DEPLOYMENT

A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation (par. 4500).
2. HHG, within the TDY weight allowance, may be placed in SIT when:
 - a. On a PCS with TDY/deployment en route (par. 5384); or
 - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves SIT as necessary for reasons beyond the member's control.
3. See par. 5244-A2 when HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period.

B. Special Storage

1. General

a. Special storage:

(1) Is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See par. 4565-A when PCS is involved.

(2) Includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.

b. The Secretarial Process may authorize/approve special storage under pars. 4565-B2 and 4565-B3.

c. The member's PCS weight allowance applies (par. 5200-B).

d. See par. 5214 for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

a. A TDY/deployment order for 90 or more days/an indefinite period may authorize special storage (not ICW a PCS shipment).

b. The Secretarial Process may authorize/approve special storage, except for a member who:

(1) Is authorized HOS allowances in par. 5318-A, and

(2) Has HHG in NTS under par. 5318-C when recalled to active duty (par. 5318-H).

3. TDY/Deployment of an RC Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for an RC Member who is:
 - (1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and
 - (2) Ordered to TDY or deployment.
- b. The TDY/deployment can be for any length of time.
- c. The TDY HHG weight allowance limitations (par. 5282-B3) for an RC member called/ordered to active duty for less than 20 weeks *does not* apply.
- d. PCS weight allowances *do* apply (par. 5214).

C. Non Temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:
 - a. Ordered on a PCS:
 - (1) With TDY en route, or
 - (2) While on TDY, and
 - b. In the situations listed in the chart below.
2. Authorized NTS begins on the day the order is issued and continues (see par. 4565-D) as long as any of the situations in the chart below exist.

<u>SITUATION</u>	<u>COMPLETION</u>
1. TDY without return to PDS or pending further assignment (par. 4545)	1. Departure day from the TDY station incident to an order assigning a new PDS
2. ITDY (par. 4550)	2. Departure day from the last TDY station to proceed to the new PDS
3. TDY pending assignment OCONUS or to a ship (par. 4555)	3. Departure day from the last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. 4560)	4. The ship's arrival day at its assigned home port

D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/deployment completion. Extensions to this 90 day period may be authorized IAW par. 5242.

4570 HHG TRANSPORTATION AFTER STORAGE

HHG stored under pars. 4545, 4550, 4555, and 5242 may be transported to any subsequent PDS. When applicable, HHG may be shipped to any point in CONUS IAW par. 5296.

4575 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

ORDER TYPE AND JTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. 4515)	1, 2, 3, 4, 5, 6, 7, 8
2. An RC member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or (c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. 4535 and 5282-B3)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. 4540 and 5242)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. 4545, 4565, and 4570)	5, 6, 9, 17
5. ITDY (from a PDS to a TDY location for an indeterminate time) (pars. 4550 and 4570)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. 4555-B and 4570)	4 (“ship home port”), 5, 9, 17
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. 4555-C and 4570)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. 4560-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. 4560-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. 4565-B)	5 (“special storage”), 9
11. TDY/deployment of an RC member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. 4565-B3c)	5 (“special storage”), 9
12. Relief from active duty for an RC member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. 5320-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. 5320-K)	5 (“continued storage only if member qualifies for special storage under par. 4565-B), 8. Authorized locations depending on the TDY order. Upon separation following recall, pars. 53200-A and 5320-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	From PDS To TDY
2	From TDY To TDY
3	From Last TDY To Old PDS
4	From Last TDY To New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. 4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or place from which called/ordered to Active Duty for Training
15	To PLEAD or to place from which called/ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected By Member

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CHAPTER 4: TDY

PART E: HOUSEHOLD GOODS

SECTION 2: **EMPLOYEES ONLY**

4580 UB ICW LONG-TERM TDY ASSIGNMENTS

*A. Authorization/Approval. UB may be authorized/approved ICW a 31 or more day TDY assignment, when justified.

B. Weight Limit

1. The UB weight limit is 350 lbs.
2. UB must be limited to:
 - a. Additional clothing,
 - b. Personal effects, and
 - c. Equipment directly related to the mission, locality, or unusual conditions of the TDY assignment.

C. Excess Accompanied Baggage. Excess accompanied baggage must not be authorized ICW/in addition to a shipment performed under this par.

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CH 5: PERMANENT DUTY TRAVEL**PART A: MEMBERS ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION a: GENERAL****5070 SCOPE**

- A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.
- B. HHG Transportation. See par. 5172.
- C. Mobile Home Transportation. See par. Ch 5, Part A7
- D. Special Circumstances Travel and Transportation. See Ch 7.
- E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.
- F. Travel Authority. Authority for dependent's travel must be included in:
 - 1. The PCS travel order,
 - 2. An amended travel order, or
 - 3. A supplemental travel order.
- G. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.
- H. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.
- I. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. 2710.

5072 ELIGIBILITY

- A. General
 - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
 - 2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.
 - 3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.
 - 4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies a member on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under par. 5092.

B. Dependent Age and Travel Eligibility

1. General

- a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A1).
- b. If dependency status no longer exists when travel begins, no authorization exists.

2. Age Changes

- a. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS order effective date.
- b. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60th day.
- c. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. 5094. When dependent travel:
 - (1) Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;
 - (2) Ends before the PCS order effective date, per diem is based on the age on the date travel ends;
 - (3) Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or
 - (4) Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60th day after the PCS order effective date.

3. Delayed Travel to an OCONUS Area

- a. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. 5114) is determined under par. 5072-B2.
- b. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

4. OCONUS Travel

- a. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey.
- b. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. 5072-B2 and 5072-B3.
- c. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date.
- d. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on

the date travel begins from the POD provided there is no undue delay for personal reasons.

e. A member is liable for costs associated with undue delay for personal reasons.

5. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized

a. When a member is directed to perform TDY en route by a PCS order to a PDS the dependent is authorized to travel, and dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.

6. TDY Directed ICW PCS to a Dependent Restricted Tour

a. When a member is directed to perform TDY en route by a PCS order to a dependent restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.

5074 AUTHORIZATION

A. General

1. A member is authorized dependent PCS travel and transportation allowances (except as in par. 5076) for travel between authorized points.

2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5014-D) plus per diem (par. 5094); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5014) plus per diem (par. 5094); or

3. MALT (par. 5164) for POC travel, plus per diem (par. 5094) for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

C. Deferred Dependent Travel

1. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:

a. HOR/PLEAD (unless moved to the HOR/PLEAD ICW a move to 'another location' IAW par. 5090); or

b. Designated place; or

c. PDS from which the member elected not to move the dependent; or

d. Last PDS.

2. Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. A member is not authorized dependent travel and transportation allowances when a member is:

1. A cadet or midshipman;
2. Assigned to a school/installation as a student, if the course of instruction is less than 20 weeks (except as in par. 2240-B);
3. An RC enlisted member called/ordered to initial active duty for training for less than 6 months;
4. Called/ordered to active duty for training for:
 - a. Fewer than 140 days; when the active duty for training period contemplated by an order is for fewer than 140 days. Exception: Par. 2240-B, "TDY" training of 140 or more days, but not more than 180 days, or
 - b. 140 or more days when the active duty is at more than one location, but less than 140 days (except as in par. 2240-B) at any one location; or
5. Called to active duty (for other than training) for:
 - a. 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or
 - b. More than 180 days at one location but authorized per diem IAW par. 7355-F2b(2).

B. Dependent-Related Circumstances. Dependent travel and transportation allowances are not allowed when a dependent:

1. Is a member on active duty, on the PCS order effective date (see par. 5088-H for travel and transportation allowances after the spouse is no longer on active duty);
2. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued (par. 5084). Transportation must not be furnished before a PCS order is issued.;
3. Is not a dependent (except as in par. 5088-B) on the PCS order effective date (App A1). Authorization for allowances in pars. 5088-H (spouse separates/retires from Service after the member's PCS order effective date) and 5150 (dependent's travel and transportation is incident to an IPCOT) is unaffected.;
4. Receives any other Gov't-funded travel and transportation allowances for this travel;
5. Is a member's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5088-B) as defined in App A1, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
6. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957). See par. 5088-I for travel authorization when legal custody and/or control changes after the PCS order effective date.

C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:

1. For any part of a journey that a U.S. flag air carrier/ship is available, but a foreign flag air carrier/ship is used. Per diem is payable.
2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (par. 7155-F1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.
3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the member, under a contract/agreement with the U.S. Per diem is payable.
4. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. 9000-B3 and 9000-B4; unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS (see pars. 5120-C, 5120-E, and 5122).
5. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the:
 - a. Member voluntarily extends the term of service to permit completion of the prescribed tour, or
 - b. Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis.
6. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
7. To a TDY station (when a member is assigned to indeterminate TDY, or
8. When the member is:
 - a. Absent Without Leave ;
 - b. A deserter or straggler;
 - c. Dropped or dismissed;
 - d. Transferred as a prisoner to a detention facility;
 - e. Transferred to a different location to await trial by court-martial; or
 - f. In confinement, except as in par. 5150-B8, 5148-A, or 5148-B.

D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:

1. Dependent is not command sponsored prior to travel commencement, or
2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

5078 TIME LIMITATION

Unless otherwise prescribed in the JTR, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of a new PCS order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5080 FUNDS ADVANCE

- A. General. Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e.
- B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.
- C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.
- D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

5082 TRANSOCEANIC TRAVELA. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is not required to use Gov't air transportation. If the dependent agrees to use Gov't air transportation, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, reimbursement is IAW par. 5018-C4a.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless:
 - a. The family agrees to be, or
 - b. Military necessity requires the member to travel separately.
2. Medically Inadvisable Condition
 - a. A medically inadvisable condition is not limited to physical disability.
 - b. If a member has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
 - c. The condition must be certified by a medical authority and authorized by the AO in advance of travel.
 - d. The member and the AO must each be furnished a copy of the written medical determination.

3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. flag ships.

4. Member Directed to Use Gov't/Gov't Procured Transportation. Par. 5018-C4 does not apply for directing a member to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. See Ch 3, Part I and pars. 5018-C and 5094.

5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED

A. General. A member, authorized dependent travel and transportation allowances, is authorized the allowances in par. 5074-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued.

B. Order to be Issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that an order is to be issued (52 Comp. Gen. 769 (1973)).

C. Travel Voucher. Any voucher must be supported by a statement, from the PCS AO/designated representative, that the member was advised IAW the requirements of par. 5084.

D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c, A3d, and par. 6020.

5086 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

A. General. A dependent traveling at Gov't expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents/funds needed to purchase authorized transportation have been lost or stolen.

B. Member Consent. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished.

C. Financial Obligation. The cost of the documents issued must be charged to the member IAW Service regulations.

5088 FACTORS AFFECTING DEPENDENT TRAVEL

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. 5076 who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, IAW this par.

1. While on Duty at a Station to which Dependent Travel Is Authorized

a. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS.

b. Travel authorization from the dependent's location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part.

c. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. 5088-E.

d. No travel to an OCONUS PDS may be authorized/approved under par. 5088-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent Restricted Tour Area

a. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized.

b. Authorization is from the dependent's location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place the dependent remained/ moved at personal expense, when the member was transferred to the dependent restricted tour area.

B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense

1. A member is authorized travel and transportation allowances for the following personnel transported at Gov't expense to the member's OCONUS PDS, but who no longer qualify as a dependent, a:

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

(2) 23 years old, and loses student status while the member is serving OCONUS,

2. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

a. U.S. or a non-foreign OCONUS location, or,

*b. The dependent's native country if the dependent is foreign-born. *See par. 5096-G.*

3. Travel under par. 5088-B must be completed within 6 months after the member completes personal travel from the OCONUS PDS incident to a PCS.

4. If a member, entitled to basic pay, dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances IAW par. 5152-D1.

C. Dependent Acquired on or before the PCS Order Effective Date

1. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS.

2. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. 5122).

3. For Service Academy graduates, see par. 5110-B.
4. This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. 5076-C4 and 5076-C6). 42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972.

D. Order Amended, Modified, Canceled or Revoked after Travel Begins

1. When a PCS order is:
 - a. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
 - b. Canceled or revoked,

the dependent's travel and transportation allowances are authorized.

2. Allowances are payable for the distance:
 - a. From the place the dependent began travel to the place notification was received that the order was amended, modified, canceled or revoked, and
 - b. From that location to the new PDS or return to the old PDS,

NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

E. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received. The member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

F. PCS while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

G. Dependent En Route to the New PDS at the Time of the Member's Death

1. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS.
2. For additional allowances, see par. 5152.

H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

I. Legal Custody of Children Changes after the PCS Order Effective Date**1. Dependent travel and transportation allowances are:**

- a. Not authorized for a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957).
- b. Authorized when the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date.

2. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent, or a child's election to join a member following lapse of a court order at age 18.

5090 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

A. General. This par. does not apply to travel to and/or from a designated place (App A1). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

B. Authorization. A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS.

C. HHG Transportation. See pars. 5172-B1 and 5206-B2b.

D. Transoceanic Travel. See pars. 5082 and 5094.

5092 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**A. General**

1. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates in pars. 5092-B and 5092-C, limited to the greater of:

- a. MALT for the official distance between authorized points at the rate in par. 2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. 5094 for the constructed travel time between the authorized points; or
- b. What it would have cost if Gov't procured transportation had been used for travel between authorized points, plus a per diem as in Ch 4, Part B for the time required for travel between authorized points.

2. If Gov't procured transportation is used, the Gov't procured transportation cost is subtracted from the allowances.

B. MALT Rate**1. Dependent Travels with the Member in the Same POC**

- a. The MALT rate in par. 2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS.
- b. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC

- a. The MALT rate in par. 2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS.
- b. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. 5094-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. 5094-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION****SUBSECTION b: PER DIEM****5534 GENERAL** ([FTR §302-4.200](#))

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

B. PCS Travel Delayed for Reasons Beyond the Employee's Control

*1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the employee's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., an employee with disabilities).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The [Standard CONUS per diem rate](#):

a. Applies for any CONUS city/county location not identified in the [CONUS per diem rates](#).

b. Is used for all CONUS locations when PDT is involved with:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and
- (6) HHT (except when lump sum payment is authorized under par. 5800).

2. OCONUS Travel

- a. The applicable maximum [per diem rate](#) applies to OCONUS travel.
- b. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
- c. OCONUS per diem ICW PDT travel is authorized for:
 - (1) Travel to a first duty station for a newly recruited employee/appointee;
 - (2) Travel incident to a PCS;
 - (3) RAT;
 - (4) Separation travel;
 - (5) HHT (lump sum method only); and
 - (6) Temporary lodging occupation at an OCONUS location.

5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The 'new PDS' per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured, or furnished as transportation-in-kind, for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.
2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

5538 PARTIAL TRAVEL DAYS

The 75% rate in par. 4065-A applies to:

1. Departure and arrival days at PDSs,
2. Designated places/alternate destination point, or
3. Safe haven (when PCS travel is from a safe haven location).
4. RAT leave locations when Lodgings Plus per diem is paid.

5540 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280) when travel is more than 12 hours.

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See Ch 3, Part I.

5544 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for an employee and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, *except* on embarkation and debarkation days.

5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Employee spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Employee spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		29.25
Total Reimbursement			\$454.75

B. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Employee spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		29.25
Total Reimbursement			\$218.50

C. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$58.50

5548 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW [DoD FMR 7000.14-R, Volume 9](#). See par. 2710.

B. Lodging Tax1. CONUS and Non-foreign OCONUS Areas

- The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.
- Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (see App G).

2. Foreign OCONUS Areas

- The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.
- Lodging tax in a foreign OCONUS area is not a reimbursable expense.

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

5550 LODGING PLUS PER DIEM COMPUTATION METHOD

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

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

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

1. Day Travel Begins

- Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days

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

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

3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the employee or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

B. HHT. See Ch 5, Part B12.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.

2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.

3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.

4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.

2. The [Standard CONUS M&IE rate](#) is applicable on the arrival day at that location.

3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.

4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

E. Per Diem Computation Examples1. Example 1

PCS Travel		
<u>NOTE: See par. 5554-D3 for the current Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Days 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
EMPLOYEE'S PER DIEM =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$1,892.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. 3025.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Days 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$83 + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<u>NOTE:</u> See par. 5554-D3 for the current Standard CONUS per diem rate		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 4 days x \$129 day (Standard CONUS per diem rate) =		\$516.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
EMPLOYEE'S PER DIEM =		\$365.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$821.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. 3025.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
Days 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$83 for each day plus the M&IE rate (\$46) for each day.		
Days 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$516), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the Gov't Cost		
<i>NOTE:</i> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days @ \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
TOTAL TRAVEL COSTS		
(\$1,367 + \$1,025.25) =		\$2,392.25
TOTAL AMOUNT PAYABLE TO EMPLOYEE		
(\$1032 + dependent per diem \$738, 75% of \$1032) =		\$1,806.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
<i><u>NOTE: See par. 5554-D3 for the current Standard CONUS per diem rate</u></i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 3025). Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the Lodging Plus Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
EMPLOYEE'S PER DIEM =		\$492
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at $\frac{3}{4}$ of the amount due the employee =		\$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 =		\$1,230
75% OF \$492 X 2) =		
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($771 \div 350 = 2$ days). One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is $\frac{3}{4}$ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel	
<i><u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u></i>	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5500).	
4. Since travel begins and ends on the same day, pars. 5500-B1 and 5500-B3 apply. Also par. 5552-D.	
5. The maximum per diem rate at the time of travel was \$129 (\$83/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).	
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78 at the time of travel.		
<u>REIMBURSEMENT</u>		
<i><u>NOTE:</u> PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</i>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
TOTAL REIMBURSEMENT =		\$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee (\$58.50) =		\$29.25

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
GENERAL INFORMATION****5772 PURPOSE**

*Except as prescribed in par. 5778-E, TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and
2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

B. Foreign Transfer Allowance (FTA). See [DSSR Section 240](#) in par. 1260 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authority. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B*. See [CBCA 2311-RELO, 19 April 2011](#).
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).
4. Denied Reimbursement
 - a. The AO may deny reimbursement of any claimed TQSE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.
 - b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.
 - c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.
 - d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

e. See DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBCEA decisions: [15583-RELO, 14 August 2001](#), [15818-RELO, 20 May 2002](#), and [16076-RELO, 27 August 2003](#).

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method *before any part of the travel order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel order (including the HHT) has been executed*. See par. 5774-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBCEA [16793-RELO, 23 Jan 2006](#), changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBCEA [16793-RELO, 23 Jan 2006](#) states, "As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBCEA [16437-RELO, 22 Sep 2004](#).

5776 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCEA [14888-RELO, 10 May 1999](#)).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. 5802-B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBKA [15986-RELO, 24 February 2003](#) for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area. *The old PDS may be anywhere in the world.;*
3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment ([FTR §302-6.9](#)) ([CBCA 3319-RELO, 1 November 2013](#)).
2. Vacations. A *TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS* ([FTR §302-6.302](#)).

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. 4905-C3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 4955; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA [15569-RELO, 12 July 2001](#)).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)1. General

- a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.
- b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.
- c. TQSE for PPP is authorized IAW procedures outlined in Ch 5, Part B9.

2. Time Limitations

- a. 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.

b. 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): Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

(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.

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

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

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

3. TQSE(LS)

a. The AO, *not the employee*, determines if TQSE(LS) is offered.

b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

c. *TQSE(LS) is limited to 30 days, with no extensions under any circumstances.*

5780 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR ([5 USC §5941](#)); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances ([52 Comp. Gen. 962 \(1973\)](#)).

c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense* ([54 Comp. Gen. 892 \(1975\)](#)).

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances* ([FTR §302-6.16](#)).

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area ([DSSR 122.1](#)). See CBCA [798-RELO, 7 November 2007](#).

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the

employee's arrival date at the new CONUS or non-foreign OCONUS area PDS ([DSSR 124.2](#)) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date ([DSSR 122.2](#). See CBCA [1214-RELO, 6 November 2008](#)).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The [DD Form 2912, Claim for Temporary Qtrs Subsistence Expense \(TQSE\)](#) is available to document TQSE expenses for reimbursement.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 10: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 GENERAL

- A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.
- B. Advance Payments. An advance of MEA funds is ***not*** authorized.
- C. Mobile Home Relocation. See Ch 5, Part B7 for specific costs associated with mobile home relocation transportation expenses.
- D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see [DSSR](#), [FTA](#) and [HSTA](#) sections 240 and 250.

5816 ELIGIBILITY

- A. Employees Eligible for MEA. MEA is payable when all of the following are met:
1. A PCS/TCS is authorized/approved,
 2. An appropriate service agreement is signed,
 3. The employee moves out of the old residence, and,
 4. The employee establishes a new temporary or permanent residence (GSBCA [16018-RELO. 15 August 2003](#)).
- B. Employees *Not* Eligible for MEA. The following personnel are not eligible to receive an MEA:
1. New Appointee
 - a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);
 - b. See par. 5558 New Appointee and Student Trainee Appointments and Assignments to the First PDS.
 - c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.
 2. Employee. An employee:
 - a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
 - b. Assigned to an OCONUS PDS returning to the actual residence for separation; and
 - c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. 4955.

5818 REIMBURSEMENT

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$650 and \$1,300.
2. Two Employees in One Household
 - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee ([FTR §302-3.201](#)).
 - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the *with dependent rate* (see [FTR §302-3.202](#)).
 - c. Even if each employee, without dependents, has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees ([73 Comp. Gen. 164 \(1994\)](#)).
 - d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA [16608-RELO, 3 August 2005](#). An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
 - e. **EXCEPTION**: A first appointee assigned to an OCONUS PDS is paid IAW the [DSSR, Sec. 241.2](#) if paid under the FTA Rule. See par. 1260.

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of \$650 or the equivalent of 1 week's basic compensation;
2. Employees with Dependents. Pay the lesser of \$1,300 or the equivalent of 2 week's basic compensation; or
3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of \$650 or the equivalent of 1 week's basic compensation.
 - a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the employee:
 - (1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - (2) Relocates the dependents or HHG within the 1-year limitation;
 - b. An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).
 - c. An employee is authorized MEA at the "without dependents rate" if the employee's dependents return early IAW par. 5576-H and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in [5 USC §5332](#).
4. A claim for more than the amount authorized in par. 5818-B must be justified.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non refundable utility fees/deposits;

*4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment ([CBCA 2701-RELO 26 July 2012](#)), and private institutional care (such as that provided for dependents with disabilities only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program ([62 Comp. Gen. 282 \(1983\)](#));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges ([B-206538, 14 September 1982](#)) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. 5764.;

8. Pet transportation (cats, dogs, and other house pets) ([FTR §302-16.1](#)); Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to “UK Pet Scheme”

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of

\$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBICA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBICA [16827-RELO, 14 April 2006](#)).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights ([56 Comp. Gen. 53 \(1976\)](#));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBICA [16104-RELO, 19 June 2003](#));

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBICA [16104-RELO, 19 June 2003](#));

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Gov't's interest (GSBICA [16351-RELO, 1 April 2004](#));

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;
2. Costs that are not allowed in JTR;
3. Costs reimbursed under other provisions of law or JTR;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary Qtrs;
20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station ([CBCA 2660-RELO, 26 January 2012](#));
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and
22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in [DoD FMR Vol. 9](#) for costs associated with relocation,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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CHAPTER 7

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART C: DEPENDENT STUDENT TRAVEL

SECTION 1: **MEMBERS ONLY**

7150 DODEA STUDENT ACTIVITY TRAVEL

A. Travel Authority. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.
2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

7155 DEPENDENT STUDENT TRAVEL OF A MEMBER

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:
 - a. Transportation in kind,
 - b. Transportation reimbursement (par. 5074-B2), or
 - c. A MALT (par. 5074-B3).
2. Gov't owned/Gov't procured transportation on a space required basis should be used when possible.
3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

*D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

*a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free DoDEA students with disabilities, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel for a member in Ch 4.

b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.

c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.

d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

E. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar.

a. Formal education ([37 USC §430\(f\)](#)) is:

(1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);

(2) An undergraduate college education;

(3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and

(4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:

(a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or

(b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

NOTE: The definition of "DoDEA school" in par. 7155-D1b does NOT apply to this subpar.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A1, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and

(3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

(1) Permanently stationed OCONUS; and

(2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

- a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.
- b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 7155-E does not apply to a member:

- a. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a school in the PDS state;
- b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;
- c. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:
 - (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
 - (2) Not reasonably available, Gov't procured air transportation (from a CTO) for the transoceanic travel portion is used.
- b. Travel Performed at Personal Expense
 - (1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for CTO provided Gov't procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Gov't Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (App A1) over the direct route between the origin and destination.

d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly CTO provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

a. Overland travel should be by CTO provided Gov't procured transportation, or, if a CTO is not available at personal expense on a reimbursable basis.

b. CTO provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for CTO provided Gov't procured transportation between authorized points.

d. When a POC is used, mileage (par. 2600) is authorized. The mileage amount paid cannot exceed the Gov't's cost had CTO provided Gov't procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. 4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs. may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 lbs.) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART D: TRAVEL OF AN ESCORT OR ATTENDANT

SECTION 1: TRAVEL OF AN ESCORT, ATTENDANT OR AN ACCOMPANYING DEPENDENT

MEMBERS ONLY

7170 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort

1. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone.
2. The member's commanding officer or the AO may appoint an escort.

B. Attendant

1. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally.
2. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs.
3. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility.
4. A medical authority appoints an attendant.

7175 GENERAL

A. Authority. Escort/attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

B. Travel Order. A travel order (or ITA for a person not a member or a Gov't employee) for an escort/attendant travel must cite par. 7175 as authority. Travel authorization for attendants or escorts must not exceed 30 days unless an extension is authorized/approved when practical per the Agency/Service determination. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long-term TDY flat rate per diem in par. 4250 does not apply.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part D1.

Part D: Travel of an Escort or Attendant/Sec 1: Travel of An Escort, Attendant or Accompanying Dependent (Members Only)

D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/attendant. This travel may be authorized under the following circumstances, for:

1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:
 - a. Dies,
 - b. Is declared missing,
 - c. Is injured (see par. 5152), or
 - d. Is otherwise unable to accompany the dependent.
2. Dependent Cannot Travel Alone. A person to travel as an escort/attendant for a dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. 7105-I) and the dependent cannot travel alone;
3. Non concurrent PCS Travel
 - a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.
 - b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.
 - c. Gov't transportation must be used on a space required basis when available. If not available, allowances are IAW par. 7225;
 - d. *Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*
4. Unusual/Emergency Circumstances
 - a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in pars. 7105 and 5096.
 - b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.
 - c. Gov't transportation must be used on a space required basis as the directed mode when available. If not available, allowances are IAW par. 7225;
 - d. *Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*
5. Evacuation. Any person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. 6020-B (OCONUS) or 6075-A (CONUS), and who (the dependent) is later authorized return transportation to the member's PDS under par. 6020-I (OCONUS) or 6090-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. 6020-H (OCONUS) or 6090-G (CONUS);
6. Medical Facility Transfer. A member to accompany a dependent as an escort/attendant when the dependent, requiring an escort/attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. 7100 in regard to travel for specialty care for TRICARE Prime patients);

Part D: Travel of an Escort or Attendant/Sec 1: Travel of An Escort, Attendant or Accompanying Dependent (Members Only)

7. Member's Burial Ceremony or Memorial Service. Any person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony or memorial service (see par. 7260-A2) as an escort/ attendant;

8. Student Diagnosis/Evaluation

a. Any person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under [DoDI 1342.12](#).

*b. See [DODI 1342.12](#) for tuition free DoDEA students with disabilities, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. 7155-C) or to escort the student; or

9. Travel to a Repatriation Site. Any person to travel as an attendant to accompany a dependent authorized to travel to a repatriation site (see par. 7425) and the family member cannot travel alone.

10. Witness who is a Sexual Assault Victim. Any person to travel as an escort/attendant for a sexual assault victim required to travel to testify or participate (e.g., as a witness at a court martial or Article 32 hearing, pre-trial interviews, other hearing, or panel (including Congressional)) ICW the sexual assault. See par. 7415-E.

7180 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A member escort/attendant under this Part is authorized TDY travel and transportation allowances.

7185 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

An employee escort/attendant, traveling under par. 7175-D1, 7175-D2, 7175-D5, 7175-D7, or 7175-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See par. 7170 or 7175.

7190 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

1. A person other than a Uniformed Service member or U.S. Gov't civilian employee, designated to travel as an escort/attendant for a dependent, should be issued an ITA.

2. This individual is authorized the same transportation and travel allowances as a DoD civilian employee.

3. See App E for ITA information.

7195 ACCOMPANYING DEPENDENT

The AO may authorize one or more dependents to travel with the patient if the AO determines that:

1. The dependent is command sponsored at the OCONUS PDS, and incapable of self-support;

2. No suitable care arrangements (e.g., IAW the Service "Family Care Plan") can be made at the OCONUS PDS;

3. The travel is in the Gov't's interest; and

4. The authority must be employed judiciously.

NOTE *The accompanying dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the*

accompanying dependent are the personal financial responsibility of the member. This authority should only be used as a last resort.

7200 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

The travel and transportation allowances authorized for an escort/attendant for a dependent may be paid in advance.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART H: TRAVEL ICW A WOUNDED/ILL MEMBER OR EMPLOYEE****SECTION 1: TRAVEL TO VISIT A WOUNDED/ILL MEMBER**

Effective 24 June 2016

NOTE: *Service Academy cadets/midshipmen and SROTC cadets receiving pay under 37 USC §209(d) are eligible for designated individual transportation.*

7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (MEMBERS ONLY)

A. **General.** Ordinarily, not more than three designated individuals (see par. 7321) of a member described in par. 7315-A1 or 7315-A2 may be provided transportation and per diem under par. 7315 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. **Seriously Wounded, Ill or Injured.** Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. **Hospitalized as Result of Combat Wound or Injury.** Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. 7315-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long-term TDY flat rate per diem in par. 4250 does not apply.

2. **RC Member Entitled to Disability Pay and Allowances.** Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

[DoD FMR, Volume 7A, par. 570604, and table 57-3](#) or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member.

3. **Member Retired due to Wound, Illness or Injury.** Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious

injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

*Gov't/Gov't procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7315-B1b is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7315-B1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. 7205. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

C. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at Gov't expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7314-D.*

D. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7315 may be reimbursed. Receipt requirements are the same as those in par. 2710.

7320 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (EMPLOYEES ONLY)

A. Travel Status. A civilian employee, who is authorized travel under a competent travel order as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is treated as an employee in a TDY status.

B. Authority. A TDY travel order for a family member's travel per par. 7320 must be issued and cite par. 7320 as authority.

C. Funding. The member's organization is responsible for funding the employee's TDY travel.

D. Transportation Mode and Routing. The transportation mode/routing must be IAW Ch 2.

E. Non-Family Member Travel. Another civilian, not a family member, must be issued an ITA and is authorized allowances under par. 7320.

7321 DESIGNATED INDIVIDUALS

A. General

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment.
2. If the attending physician/surgeon determines that the member is not able to make such a designation, an individual is then designated by the attending physician/surgeon and the military medical facility commander or head.
3. Designated individuals are authorized travel and transportation allowances as follows:
 - a. **Members Only**: The member is authorized TDY travel and transportation allowances.
 - b. **Employees Only**: An employee is authorized the TDY travel and transportation allowances in regulations used by the Agency/Department funding the travel. An employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.
 - c. **Other Persons**: A person other than a member or employee (does not include foreign military personnel), should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. C7315-B, 7315-C and 7315-D.

B. Change of Designated Individual

1. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment, but during any one time period, ***there may only be three designated individuals paid per diem.***
2. This number of designated individuals is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. 7205.
3. These number designated individuals are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

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CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A1), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020 –10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence of Reserve Component (RC) Member in App A1.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter.

OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K1, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

Part A: General Information (Members Only)

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table 10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the	on which designation of inadequacy of Qtrs is effective, if

	Qtrs are declared inadequate	the member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption, etc.) ²	the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date 3/ Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. ⁴
7	claims dependent parent	determined/approved by authority shown in Table 10B-1 or 10B-2.
8	claims doubtful dependent	

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

- ³
- a. Applies to sole dependent of officer or enlisted member.
 - b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
 - c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
 - d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

⁴ If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table 10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	dies	of death.
2	is divorced ¹	of the final decree of divorce. ¹
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ²
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoD FMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.

7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be “in fact” dependent on member, and such dependency ceases	before date dependency ceases.

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child’s parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

⁴ See par. 10108 regarding dependents over age 21.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table 10A-3		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished Gov’t Qtrs at the PDS, adequate for the member and dependents	before the day Qtrs are assigned (or before the day occupancy begins, if definite assignment was not made). ¹
2	is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day Qtrs are furnished.
3	and dependents occupy inadequate Gov’t Qtrs which are rehabilitated and designated as adequate Gov’t Qtrs	before the effective date of re-designation as adequate Gov’t Qtrs.
4	is absent without leave	Table 10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

¹ When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member’s station via a direct route.

10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov't housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. [BAH-DIFF](#) is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*
2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child(ren) is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child(ren) (pars. 10120, 10122, 10124, 10126 and 10206).

10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized [BAH-Partial](#).

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.
5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.
14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as Gov't Qtrs for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

- a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.
- b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

Effective 1 January 2016

10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. ***This authority expires 31 December 2016.***

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses.

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage and utility expenses) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

Authorized Location	Effective Date	Termination Date
*Klamath Falls, OR (OR373)	*07-19-16	*12-31-16

10020 OHA - GENERAL

NOTES:

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. 1035 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. App M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and App N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and MALT Plus. OHA is not payable on the arrival day when MALT Plus per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. 10400-B or 10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detailed computation procedures see App K.

10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term “private sector housing” includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. 10022-C for a member owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA “Miscellaneous” (par. 10026 and App N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security related expense.***

NOTE: A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.*** **NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.**

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. *A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.*

c. To determine the monthly [OHA](#) rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' *starts from the loan start date*.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;

(6) NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

(7) U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. 10000-A) on a prorated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. 10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points App K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

10026 MOVE IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
 - a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;
 - b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
 - c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).

4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See [App K3](#) to determine reportable/non-reportable MIHA Miscellaneous expenses and the [Overseas Housing Allowance Query](#) to determine the amount payable. **Only one payment is authorized at a PDS unless par. 10026-B2 applies.**
 - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (App N, par. C).
 - c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See App N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See App N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - a. Law,
 - b. Local custom for everyone, including local nationals, or
 - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S.

Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

NOTE: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov't owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

A. General. A member is entitled to OHA at the with dependents rate even if the member's dependent spouse receives a living quarters allowance (LQA). See DSSR, Chapter 100, Section 130 and the DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250. Questions pertaining to LQA should be directed to the employee's CPO/CPAC.

B. JTR Limitations. *The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.*

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).

2. 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.
3. Slumber Coach. The least expensive sleeping accommodations available on a train.
4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (e.g., faster speed or fewer stops).
5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([FTR §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 a medical authority.

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 a long-term 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.

CONFERENCE REGISTRATION FEE. A fee required for conference attendance.

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)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency/Central Security Service (NSA/CSS)	
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

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 a child placed in the member's home by a placement agency for the purpose of adoption.;
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW 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.

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 GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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](#); and [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](#) and [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 GSBGA 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](#)

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. GSBGA 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, GSBGA 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.

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](#), Glossary.

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 which 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, primary residence, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, primary residence, 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 'when actually employed'
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)). Also referred to as "invitational traveler" for TDY travel purposes only.

ENHANCED USE LEASE (EUL). See [10 USC §2667](#).

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

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 Part 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 120 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.

GOV'T LODGING PROGRAM. For the ILPP in par. 1265, Gov't or commercial lodging for DoD civilian employees or Uniformed Service members, under the Secretary's jurisdiction, performing duty on official travel to include, in the following prioritization: Gov't lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging, (e.g., Privatized Army Lodging); and Gov't preferred lodging (i.e., DoD Preferred Lodging).

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 2016.

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, Army Lodging and Fisher House,, 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 Only**. 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 Only**. 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 Only**: 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 Only**: Must be of reasonable size and fit into a moving van.

6. Boat/Personal Watercraft

a. **Members Only**. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) and/or the associated trailer.

b. **Employees Only**. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) of reasonable size that can fit in a moving van, and/or their associated trailer. See [DTR 4500.9-R, Part IV, Chapter 412](#).

7. Ultralight Vehicles. Defined in [14 CFR Part 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. Government property issued to the member or employee by an Agency or 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. Aircraft;
4. Mobile homes;
5. Recreational Vehicles (to include a camper, camping trailer , 5th wheel camper or self- propelled recreational vehicle);
6. Farming vehicles and horse/livestock trailers;
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 §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)**.

D. 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, par. 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](#), Glossary)

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.

LONG-TERM TDY. Temporary Duty (TDY) for a continuous period of 31 days or more.

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.***

MEDICAL AUTHORITY. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery, or other health care provider, authorized to practice in the U.S. (or one of its territories or possessions), authorized to diagnose and treat physical, dental or mental health conditions, and who is performing within the scope of their practice. A medical authority in a foreign country is a health care provider who is authorized to practice IAW the laws of that country.

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 principal residence ([51 Comp. Gen. 806 \(1972\)](#)),
 - c. Boat a member/employee 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 home port/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 OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

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 which may be claimed as a separate reimbursable expense. See par. 2830-G.)

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. 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.*

E. 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. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

*c. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

*d. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

*e. Expenses related to lodging that are listed in the room account;

*f. 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.

*g. 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 or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

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 Chair 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 primary residence, home or 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 or primary residence 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 home port/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 OF RESERVE COMPONENT (RC) MEMBER. For an RC member ordered to active duty, the primary residence is the dwelling (e.g., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides before being ordered to active duty.

1. An RC member can have only one primary residence at any given time. The PLEAD and primary residence may or may not be the same location.
2. The primary residence location determines the RC member's travel and transportation allowances. The Services' administrative policy shall ensure the location is known prior to notification (oral or written) of call to active duty travel order. Refer to par. 2205 regarding modification to travel authorization.
3. If the RC member relocates the primary residence 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 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.
4. The primary residence 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 or 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 Military Auxiliary Radio System ([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 equipment 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-PRIVATE VENTURE (PPV) LODGING. PPV lodging:

1. Is commercially operated (per agreement with DoD) in Gov't-owned, commercially-owned, or commercially-leased facilities;
2. Is not required to comply with policy in DoD Instructions 1015.11 and 1015.12;
3. Is not authorized direct appropriated or non-appropriated funds;
4. Provides lodging to official travelers at discounted rates that do not exceed the lodging portion of the local area per diem rate;
5. Is generally located on a DoD Installation and serves in support of the official travel mission; and
6. Does not include Enhanced Use Leases (EULs).

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.

RECREATIONAL VEHICLE

1. A mobile dwelling constructed or converted and intended for use as a temporary residence, normally for recreational purposes, and designed to be moved, either self-propelled or towed.
2. Examples of recreational vehicles are a:
 - a. Camper;
 - b. Camping trailer;
 - c. 5th wheel trailer, regardless of size or options, such as slide outs,
 - d. Self-propelled vehicle a member does not normally use as the place of principle residence;

e. Boat a member does not normally use as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)).

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.

REGISTRATION FEE. A fee to register for training courses. This is a mission related expense and not a travel and transportation expense. These regulations are not the authority for registration fee reimbursement.

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 (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. See par. 5566 for authorization/approval and exceptions to the 50 mile rule.

SPARE PARTS FOR A POV. See POV Spare Parts.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POV and other than those owned or under contract to an Agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#), 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. 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 **(Members Only)**.

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, Anatathan, 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 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](#), Glossary).

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 E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the Gov't,
- b. Be only intermittently employed by the Gov't as a consultant or expert (*does not include a contractor's employee traveling in the performance of the contract*) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a TDY DoD employee, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. *An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.* ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). *Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;*
- e. An individual is an attendant for an employee with special needs or member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (*NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. 7260.*);
- g. An individual is authorized pre-employment interview travel under par. 7800;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against an employee or member in an adverse action case. The testimony can be on behalf of the Gov't, the employee, or the member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

*j. An individual is called to testify as a witness at a preliminary hearing conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a member's dependent(s) under (4) noted in Ch 7, Part D or an escort for a member under (5) as noted in Ch 7, Part D.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#) & [59 Comp. Gen. 461 \(1980\)](#));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See par. 7025-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (par. 7025-E3b); or

(3) A member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under par. 5152-D, 6020, 6090, 7105, 7260 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

(4) A member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, 7315 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.
- (4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
 - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (c) Combatant Command Commander or designees for a request from a member and an employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.***;
 - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and an employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.
- (6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:
- (a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or
 - (b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of an employee or member may travel at

- Gov't expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));
- o. Travel is by an individual who serves as an organ donor for a member, when the donation is authorized under Service regulations;
 - p. An individual performing a direct service for the Gov't, consistent with [10 USC §1588](#); ([5 USC §§5701\(2\), 5703](#); App A1; [55 Comp. Gen. 750 \(1976\)](#));
 - q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (not of an employee) per par. 7315;
 - r. An auxiliary chaplain who is intermittently employed by the Gov't to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. 1240;*
 - s. An attendant (par. 7100 for a patient authorized travel for specialty care over 100 miles IAW par. 7095;
 - t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event IAW par. 7350;
 - u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) ([DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in par. 7260-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;
 - v. A former employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or
 - w. Required for a non-medical attendant for a very seriously and seriously wounded, ill or injured member IAW par. 7205 and par. 7140-D3.
 - x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. 4130 and 4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Gov't employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
 - a. A retired Federal Gov't employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under par. 7800 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient;
4. Contractors (App E3); or
5. ***Foreign military personnel.***

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in Ch 3 and Ch 3 as appropriate to mission requirements.
- *3. Witness at a Military Court Martial. A person not in the Gov't's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a preliminary hearing conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#). See par. A2j of this App.
4. Attendance at an Award Ceremony
 - a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):
 - (1) Travel and transportation is authorized by the head of the DoD Component concerned or designee; and,
 - (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

- b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD Component concerned may allow attendance at Gov't expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

5. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co-curricular Activities. See pars. 7150 and 7160.

6. Travel and Transportation for Funeral Honors Detail. A person not employed by the Gov't, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (App G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in App G may be authorized/approved.

APPENDIX N: MIHA

PART 1: MOVE-IN HOUSING ALLOWANCE (MIHA)

MEMBERS ONLY

A. General

1. The following three components comprise MIHA (see par. 10026):
 - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
 - b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
 - c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.
2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.
4. *MIHA is not intended to cover move-out costs.*

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, reporting accurate, uniform, and complete costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see APP M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any individual expense of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
3. Both the member **and** an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.
4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, a member must be assigned to an area in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see APP N2). DoS and/or the DIA designate high threat areas when Department of State is:

a. **Responsible** for the area's residential security: IAW the 1990 Memorandum between the DoS and the DoD on Overseas Security Support.

b. **Not responsible** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the DoS or the DIA for a final determination.

Letter Address:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Allowances Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

E-Mail Message Address: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil

Fax: 571-372-1301 (DSN: 312-372-1301)

*4. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any expense of \$75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

7. Both the member *and* an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official (commander or designated official, such as the housing officer) may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) *or* 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a *and* 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.
5. The Certifying Official must also complete blocks 12c through 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.
2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***
 - a. Authorized expenses:
 - (1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.
 - (2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

- (3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax. When this tax is:
- (a) A one-time charge - it is reported on DD Form 2556,
 - (b) A monthly charge - it is included with rent and reported on DD Form 2367, and
 - (c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

- (1) Avoidable real estate agent fees (see Examples 1 and 2 below),
- (2) Restoration/redecoration fees when they are not customary.

Example 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. A receipt for any expense of \$75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. A receipt for any expense of \$75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

- 1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted IAW finance center procedures.
- 2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 *must not* be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) .
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.***
3. Transaction Fee Reimbursement. When an available CTO is not used, the transaction fee for personally procured transportation or lodging from other than a CTO may not be reimbursed. When a CTO is not available, the transaction fee incurred for arranging transportation and/or lodging is a Reimbursable Expense (see App G).

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 Long-Term TDY. A traveler on long-term 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>)

in CONUS and in a non-foreign OCONUS area does not include lodging tax.

NOTE 2: *Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither Gov't Qtrs nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.*

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. [GSBCA 16699-TRAV, 17 August 2005.](#)*

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (**B-254626, 17 February 1994**).

8. 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.***

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 to primary residence. 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 primary residence 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 primary residence.

1. Travel from Primary Residence 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 primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit.
2. Travel from Primary Residence/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 Primary Residence/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 primary residence to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between primary residence 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 primary residence 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 primary residence. 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 primary 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 primary residence town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside primary residence 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,	Par. T4030 applies if the Secretarial	Par. T4040 applies if the Secretarial

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Process authorizes per diem; otherwise, Ch 5 applies.	Process authorizes per diem; otherwise, Ch 5 applies.

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 primary residence 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 primary residence are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from primary residence 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 primary residence to Assigned Unit or alternate site in local commuting area of the member’s assigned unit or primary residence. 4	May be authorized reimbursement under par. T4040-F. When the member travels between primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit.	Not authorized.
Travel from primary residence/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 primary residence/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 primary residence/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 primary residence 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 primary residence 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. 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 Long-Term 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 181 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 long-term 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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APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 1: DoD MEMBERS

NOTE: For NOAA, see App Q2.

- A. **Tour Length Establishment.** A tour length is established IAW [DoDI 1315.18](#), Encl 4, par. 1.
- B. **Tour Length Change.** Submit a tour length change proposal IAW [DoDI 1315.18](#), Encl 4, par. 1. **Do not submit a tour length change proposal to PDTATAC.**
- C. **Tour Length Exception.** The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), Encl 4, par. 1. (28 October 15).
- D. **Reserve Component Exception.** RC members authorized PCS allowances IAW pars. 7355-E2b or 7355-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned. See [DoDI 1315.18](#), Encl 4, par. 1.m (28 October 15).
- E. **Tour Lengths.** The following are OCONUS tour lengths for a **DoD member only** (other than a DoD Attaché) [DoDI 1315.18](#), Encl 4 par. 1. (28 October 15):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	11
Alaska (except as indicated)	36	36		1
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	N/A	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	10
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		14
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	N/A	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	N/A	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	12
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Vyskov	36	24	07-23-15	
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
El Salvador	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
France	36	24		
Georgia				
Tbilisi	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	17
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	N/A	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
India (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	18
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	20
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
Kyoga-Misaki	N/A	12	11-14-14	
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	N/A	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	*N/A	12	*06-30-16	
Gwangju AB (ROK)	N/A	12		4
Joint Security Area	N/A	12		4
Kunsan AB (US)	N/A	12		4
Mujak/Pohang	N/A	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	*N/A	12	*06-30-16	
Kuwait	24	12		9
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	15
Libya				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	N/A	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	N/A	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		8
Panama (except as indicated)	36	24		
Galeta Island	N/A	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
Poland				
Bydgoszcz	24	24	10-21-05	
Redzikowo	N/A	12	01-02-15	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	21
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Deveselu	N/A	12	01-02-15	
Oradea	24	12	09-30-11	15
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
Rwanda				
Kigali	24	24	10-17-11	
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Trencin	24	12	09-16-11	10
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	N/A	12	03-15-13	22
Turkey (except as indicated)	24	15		24
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		24
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15		19, 24
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	24	15	06-03-15	25
Izmit	N/A	12		
Karatas	24	12		24
Kurecik	N/A	12	05-14-15	
Malatya	24	12		24
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	N/A	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
Yemen, Republic of	N/A	12	09-01-11	23
Zaire (See Democratic Republic of Congo)				

Footnotes

1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), Encl 4, par. 1.

2/ Dependents are permitted only when Gov't Qtrs are available.

3/ A maximum 48-month tour is permitted for Navy personnel.

4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.

5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.

6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.

7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.

8/ Due to threat levels, dependents are not currently authorized at this location.

9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa, Ethiopia; and Astana, Kazakhstan.

12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#), Encl 5, par. 6c(5) and, par. 5102-B5, at no cost to the member, and serve an unaccompanied tour (12 months).

14/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#), Encl 5, par. 6c(5) and par. 5102-B5 at no cost to the member, and serve the unaccompanied tour (12 months).

15/ May be accompanied by adult dependents age 18 years or older.

16/ Not Used.

17/ As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

18/ OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

19/ OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

20/ OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

21/ The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

22. This assignment location became dependent-restricted following the ordered evacuation of dependents. The Services are authorized and encouraged to make tour length adjustments/curtailments on a case-by-case basis IAW DoD and Service assignment policy for personnel currently assigned and serving a tour length longer than NA/12.

23 Tour length changed to dependent restricted following the ordered departure of dependents in May 2011.

24 OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of a member assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

25 OUSD P&R memo dated 3 June 2015 changes the tour length at Izmir, Turkey, from a dependent restricted 12-month tour to a 24-month accompanied and 15-month unaccompanied tour, using the phased-approach. Under Phase 1, the tour length for the six key billets immediately changes to 24/15. Under Phase 2, the tour length for 56 additional positions change to 24/15 starting with the summer 2015 rotations and under Phase 3, the tour length for the remaining positions change to 24/15 starting with the summer 2016 rotations.

APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 3: EMPLOYEE STANDARD TOURS OF DUTY

See Ch 5 for applicable regulations.

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this Appendix. See par. 5840-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, App Q4, par. A.

E. Tour Lengths

NOTE: *Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.*

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Afghanistan		X			
Alaska					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
Ascension Island					X
Australia					
Northwest Cape		X			
Azores (See Portugal)		X			
Bahamas					
Andros Island		X			
Bahrain		X ^{1,8}	X ²		

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Bosnia-Herzegovina		X			
Banja Luka		X ⁹			
British Indian Ocean Territory					
Diego Garcia Island					X
Bulgaria			X ²		
Burma (See Myanmar)					
Cambodia					
Phnom Penh (<i>eff 06-21-10, Personnel assigned to NAMRU-2</i>)		X ¹			X ²
Canada					
Newfoundland & Labrador					
Gander					X
Argentia		X ¹	X ²		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands					
Saipan		X			
Croatia		X			
Cuba					
Guantanamo Bay		X ¹			X ²
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X ¹			X ²
El Salvador			X ²		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (All locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X ¹			X ²
Honduras			X ²		
Hong Kong		X			

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Hungary (<i>eff 11-25-08</i>)					
Papa		X ¹		X ²	
Iceland		X ⁴			X ^{2, 6}
Indonesia					X ²
Iran (except as indicated below)					X
Isfahan		X			
Tehran		X			
Israel		X ¹	X ²		
Italy					
Sardinia (La Maddalena)		X ⁴	X ^{5, 6}		
Sicily (Comiso and Ragusa)		X ⁴	X ^{5, 6}		
Japan					
Iwo Jima					X
Kure		X ¹			X ²
Ryukyu Islands		X			
Wakkanai		X ¹			X ²
Johnston Atoll		X ⁴			X ^{2, 6}
Jordan		X			
Korea (except as indicated below)	X ³	X ¹			X ²
Dongducheon (Camps Casey, Hovey, Mobile, and Castle) (* <i>eff 6-30-16</i>)					X ²
Uijongbu (Camps Jackson, Red Cloud, Stanley) (* <i>eff 6-30-16</i>)					X ²
Kuwait		X ¹			X ²
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X ⁹			
Libya			X		
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X ¹	X ^{2, 6}		
Vera Cruz		X ¹	X ^{2, 6}		
Midway Islands					X

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X ¹			X ²
Oman		X ¹			X ²
Pakistan (except as indicated below)			X ¹⁰		
Islamabad					X ^{2, 10}
Karachi					X ^{2, 10}
Lahore					X ^{2, 10}
Peshawar					X ^{2, 10}
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Lajes Field					X
Puerto Rico		X			
Romania			X ²		
Qatar		X ¹			X ²
Russia					
Moscow		X			
Saudi Arabia		X ^{1,7}			X ²
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X ¹			X ²
Turkey (except as indicated below)		X ¹²			
Cakmakli					X ²
Corlu					X ²
Diyarbakir					X ²
Izmir					X ²
Murs					X ²
Ortakoy					X ²
Sinop					X
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					
Sanaa					X ^{2, 11}
Zaire (See Democratic Republic of Congo)					

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5/ For an employee on an initial service agreement not authorized to have a dependent present.

6/ For an employee serving on a renewal agreement.

7/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-C, and serve the unaccompanied tour (12 months).

8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-C, and serve the unaccompanied tour (18 months).

9/ May be accompanied by adult dependents age 18 years or older.

10/ Due to threat levels, dependents are not currently authorized at this location.

11/ Tour length changed to 12 month unaccompanied following the ordered departure of dependents in May 2011.

12/ OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of an employee or same sex domestic partner assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

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