JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 FEBRUARY 2017

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 042-16(R) -- Mandate Government Transportation Use. Mandates the use of Government transportation when reasonably available for travel. Establishes that failure to use reasonably available and directed Government transportation will result in no transportation reimbursement to a traveler for other purchased transportation costs. This applies to orders ***ISSUED*** on or after 1 February 2017. Affects pars. Ch 3, TOC, 3210-B3 and B4, 3220, Ch 5, TOC, 5524, 5576, 5588, 3225-H, 3045-B5, 3220-B2, 5018-C4a, 5020-B1, 5070-F thru J, 5082-A, 5528-A and B, 5532-C4, 5818-B3c, 7000-J, 7005-E, 7010-A, 7015-B, 7020-G3, 7025-A, 7030-C3, 7060-F, 7065-E, 7070-D

MAP 102-16(R) -- Move In Housing Allowance (MIHA) Infectious Disease. Adds authority to the Joint Travel Regulations (JTR) that establishes a MIHA/Infectious Disease expense for window/door screens in the U.S. Southern Command's (USSOUTHCOM) area of responsibility, specifically Brazil, El Salvador, and Paraguay to enhance the precautions to avoid mosquito-borne diseases. Affects pars. 10022-B, 10026-A, 10026-B, App K2, App N1, App N3.

MAP/CAP 135-16(E) -- ATM Fees - Federal Travel Regulation(FTR) Amendment. Removes ATM fees from the incidental expenses (IE) portion of per diem. Additionally, allows the reimbursement for such fees in OCONUS locations only when authorized by the AO, limited to the fees that could be incurred by the traveler based on the amount of a cash advance which was authorized in the order/authorization to travel. Affects par. 2830-G, and App A1 and G.

MAP/CAP 136-16(E) -- Laundry Fees - Federal Travel Regulation (FTR) Amendment. Removes laundry, dry cleaning and pressing of clothes from the incidental expenses portion of per diem and clarifies that it is not a separate reimbursable expense under the authority of the JTR. Affects pars. 2830, 4290, 4340-B, 4345-C, 4350, 6025-G, 6095-G, 6595-A4, App A1 App E2, App G.

MAP/CAP 145-16(I) -- 2017 Government Meal Rates. Updates Government Meal Rates for CY 2017. GMR for CY 2017 did not change. Affects App A1.

MAP 153-16(E) – Clarify OHA Utility/Recurring Maintenance Allowance. Removes confusing language from the JTR regarding Utility/Recurring Maintenance Allowance. Affects par. 10024-B3.

MAP/CAP 155-16(E) – Allows Ground Transportation for Interim Terminals for All Leave Travel. Allows ground transportation between interim terminals when traveling in conjunction with all Government funded leave. Affects pars. 7005-E4a(3), 7010-A4a(3), 7020-G1(c), 7030-C4a(3), 7070-D2a(1)(d).

MAP 156-16(I) -- Remove Operations NEW DAWN and ENDURING FREEDOM from the Authority to Grant Additional Rest and Recuperative Leave. Removes the authority under OUSD P&R Memo of 19 December 2007 that authorized an additional period of Rest and Recuperative Leave (R&R) for a Service Member who extended their tour for a 12-month period in the area of operations of ENDURING FREEDOM or IRAQI FREEDOM (NEW DAWN). These operations were discontinued on 28 December 2014 and 15 December 2011 respectively. Since the authority was directed to these two distinct operations, there is no such authority past the conclusion of the named operations. Affects pars. 7005-C5 and C6.

MAP/CAP 162-16(E) Restricted Airfare Use. Clarifies that any remaining value of a non-refundable ticket may only be used for future official travel; and that under no circumstances may the traveler pay any penalty and then use the ticket or airline credit for personal travel. Affects pars. 3045-D5 and 3500-B1d; and Appendixes H3c, par. D3, and P2, par. B2c, Notes 2 and 3.

MAP 164-16(I) -- DLA Rates Effective 1 January 2017. Increases the DLA rates effective 1 January 2017 based on the monthly pay raise of 2.1% IAW 37 USC §1009 and Executive Order signed by the President on 18 December 2016. Affects par. 5446-A.

MAP 165-16(I) -- ILPP Remove Zip Code Areas. Removes 'Zip Codes' from JTR paragraph 1265-J to indicate that the ILPP sites are based on metropolitan areas identified on the DTMO website. Affects par. 1265-J.

MAP/CAP 167-16(I) -- Remove Appendix H1 from the JTR. Removes Appendix H, Part 1 from JTR and refers the traveler to the Government Publishing Office (GPO) Electronic Code of Federal Regulations (ECFR) portal via a hyperlink in order to reduce redundancy and maintain access to travel purpose identifiers.

MAP/CAP 168-16(I) -- Remove 'Operational Deployment' from the JTR. Removes the term 'Operational Deployment' from JTR, Appendix A1. The USD (P&R) 1 November 2013, Deployment-to-Dwell, Mobilization-to-Dwell, memo has been rescinded. The Memorandum was cancelled by DoDI 1235.12, dated 7 June 2016, reference (j). This definition is no longer contained in the DoD Dictionary of Military Terms (http://www.dtic.mil/doctrine/new_pubs/dictionary.pdf). Affects Ch 4 TOC, App A1, and pars. 4600 and 4605.

MAP/CAP 170-16(I) -- Move Funded Environmental and Morale Leave (FEML) Location Designation to Appendix 'S' of the Joint Travel Regulations (JTR). Moves FEML Location Designation/Recertification from JTR par. 7000-I5 to Appendix 'S' of the JTR. Ch 7 TOC, App S, and pars. 7000-I1 and 7000-I5.

MAP 171-16(I) -- Temporary BAH Increase Extended to 31 December 2017. Extends SECDEF authority to prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. The current authority expires 31 December 2016, but FY17 NDAA, S. 2943, section 603, signed December 23, 2016, extends that authority to 31 December 2017. Affects par. 10018.

CAP 174-16(I) -- DTOD is not Used for Short Distance Transfers. Clarifies that the DTOD is not used to determine distance for short distance transfers. Affects par. 2650-A.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 FEBRUARY 2017

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.

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Title Page	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Cover Letter	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Record of Changes	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Introduction	12-16	12-16	12-16	11-15	11-15	11-15	11-15	11-15	11-15
Table of Contents	12-16	12-16	12-16	12-15	12-15	12-15	12-15	12-15	12-15
Chapter 1									
TOC	01-17	01-17	11-16	11-16	09-16	09-16	07-16	07-16	06-16
Part A	01-17	01-17	12-16	11-16	10-16	09-16	06-16	06-16	06-16
Part B	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part C	02-17	12-16	12-16	11-16	10-16	07-16	07-16	07-16	06-16
Part D	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 2									
TOC	11-16	11-16	11-16	11-16	10-16	06-16	06-16	06-16	06-16
Part A	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part B	11-16	11-16	11-16	11-16	07-16	07-16	07-16	07-16	05-16
Part C	01-17	01-17	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part D	10-16	10-16	10-16	10-16	10-16	10-14	10-14	10-14	10-14
Part E	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part F	11-16	11-16	11-16	11-16	10-16	08-16	08-16	02-16	02-16
Part G	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part H1	11-16	11-16	11-16	11-16	11-15	11-15	11-15	11-15	11-15
Part H2	11-16	11-16	11-16	11-16	08-15	08-15	08-15	08-15	08-15
Part I	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part J	02-17	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part K	11-16	11-16	11-16	11-16	05-16	05-16	05-16	05-16	05-16
Part L	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part M	02-17	11-16	11-16	11-16	10-16	09-16	08-16	07-16	06-16
Chapter 3									
TOC	02-17	11-16	11-16	11-16	10-16	09-16	03-16	03-16	03-16
Part A1	11-16	11-16	11-16	11-16	10-16	09-16	08-15	08-15	08-15
Part A2	02-17	11-16	11-16	11-16	10-16	08-16	08-16	08-15	08-15
Part B	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part C	02-17	11-16	11-16	11-16	10-16	03-16	03-16	03-16	03-16
Part D	11-16	11-16	11-16	11-16	05-16	05-16	05-16	05-16	05-16
Part E	10-16	10-16	10-16	10-16	10-16	10-14	10-14	10-14	10-14
Part F	02-17	01-17	11-16	11-16	10-16	09-16	07-16	07-16	06-16
Part G	10-16	10-16	10-16	10-16	10-16	07-16	07-16	07-16	01-15
Part H	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part I	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Chapter 4									
TOC	02-17	11-16	11-16	11-16	10-16	07-16	07-16	07-16	06-16

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part A	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part B1	11-16	11-16	11-16	11-16	10-16	09-16	06-16	06-16	06-16
Part B2	11-16	11-16	11-16	11-16	09-16	09-16	07-16	07-16	06-16
Part B3	11-16	11-16	11-16	11-16	09-16	09-16	03-16	03-16	03-16
Part B4	01-17	01-17	12-16	11-16	10-16	07-16	07-16	07-16	06-16
Part B5	11-16	11-16	11-16	11-16	10-16	02-15	02-15	02-15	02-15
Part B6	02-17	11-16	11-16	11-16	11-14	11-14	11-14	11-14	11-14
Part C	02-17	09-16	09-16	09-16	09-16	09-16	03-16	03-16	03-16
Part D	11-16	11-16	11-16	11-16	10-16	08-16	08-16	07-16	06-16
Part E1	09-16	09-16	09-16	09-16	09-16	09-16	10-14	10-14	10-14
Part E2	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part F	02-17	11-16	11-16	11-16	10-16	03-16	03-16	03-16	03-16
Part G	01-17	01-17	10-16	10-16	10-16	03-16	03-16	03-16	03-16
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	08-16	08-16	08-16	08-16	08-16	08-16	08-16	01-16	01-16
Part J	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part K	08-16	08-16	08-16	08-16	08-16	08-16	08-16	12-15	12-15
Part L	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Chapter 5									
TOC	02-17	11-16	11-16	11-16	10-16	08-16	08-16	11-15	11-15
Part A1	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part A2a	02-17	11-16	11-16	11-16	10-16	08-15	08-15	08-15	08-15
Part A2b	11-16	11-16	11-16	11-16	05-15	05-15	05-15	05-15	05-15
Part A2c	11-16	11-16	11-16	11-16	02-16	02-16	02-16	02-16	02-16
Part A3a	02-17	09-16	09-16	09-16	09-16	09-16	07-16	07-16	06-16
Part A3b	10-16	10-16	10-16	10-16	10-16	02-15	02-15	02-15	02-15
Part A3c	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Part A3d	01-17	01-17	11-16	11-16	10-16	02-16	02-16	02-16	02-16
Part A4	05-15	05-15	05-15	05-15	05-15	05-15	05-15	05-15	05-15
Part A5a	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15
Part A5b	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part A5c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A5d	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part A5e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5f	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part A5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5h	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part A5i	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A5j	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part A6a	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part A6b	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part A6c	01-17	01-17	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part A6d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A7	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part A8	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
Part A9	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part A10	02-17	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part B1	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B2a	02-17	11-16	11-16	11-16	08-15	08-15	08-15	08-15	08-15
Part B2b	10-16	10-16	10-16	10-16	10-16	09-16	09-15	09-15	09-15

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part B2c	01-17	01-17	08-16	08-16	08-16	08-16	08-16	06-16	06-16
Part B3a	02-17	07-16	07-16	07-16	07-16	07-16	07-16	07-16	05-16
Part B3b	01-17	01-17	10-16	10-16	10-16	08-15	08-15	08-15	08-15
Part B3c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B4	01-17	01-17	10-16	10-16	10-16	09-15	09-15	09-15	09-15
Part B5a	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B5b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B5c	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B5d	11-16	11-16	11-16	11-16	07-15	07-15	07-15	07-15	07-15
Part B5e	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B5f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B6a	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B6b	01-17	01-17	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B6c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B7	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B8	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part B9a	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part B9b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B9c	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part B9d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10	02-17	10-16	10-16	10-16	10-16	09-16	07-15	07-15	07-15
Part B11a	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B11b	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
Part B11d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11e	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B12	11-16	11-16	11-16	11-16	10-16	09-15	09-15	09-15	09-15
Part B13	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B14a	08-16	08-16	08-16	08-16	08-16	08-16	08-16	06-16	06-16
Part B14b	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B14c	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B15a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Chapter 6									
TOC	11-16	11-16	11-16	11-16	10-15	10-15	10-15	10-15	10-15
Part A1a	12-16	12-16	12-16	01-15	01-15	01-15	01-15	01-15	01-15
Part A1b	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part A1c	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part A1d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A1e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1f	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
Part A2a	12-16	12-16	12-16	10-14	10-14	10-14	10-14	10-14	10-14
Part A2b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A2c	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part A2d	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	06-16	06-16	06-16	06-16	06-16
Part A2f	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	10-14

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part B1	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part B2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B3d	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part B3e	10-16	10-16	10-16	10-16	10-16	12-14	12-14	12-14	12-14
Part B4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Chapter 7									
TOC	01-17	01-17	12-16	10-16	10-16	09-16	03-16	03-16	03-16
Part A1	02-17	01-17	10-16	10-16	10-16	06-16	06-16	06-16	06-16
Part A2	02-17	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part A3	02-17	11-16	11-16	11-16	07-16	07-16	07-16	07-16	06-16
Part A4	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part A5	11-16	11-16	11-16	11-16	10-14	10-14	10-14	10-14	10-14
Part A6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part A8	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part A9	02-17	11-16	11-16	11-16	10-16	02-16	02-16	02-16	02-16
Part A10	02-17	11-16	11-16	11-16	10-16	07-15	07-15	07-15	07-15
Part A11	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part B1	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	06-16
Part B2	08-16	08-16	08-16	08-16	08-16	08-16	08-16	07-16	06-16
Part B3	11-16	11-16	11-16	11-16	07-16	07-16	07-16	07-16	01-16
Part B4	11-16	11-16	11-16	11-16	10-16	12-15	12-15	12-15	12-15
Part C1	11-16	11-16	11-16	11-16	09-16	09-16	08-15	08-15	08-15
Part C2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D1	10-16	10-16	10-16	10-16	10-16	09-16	07-16	07-16	06-16
Part D2	11-16	11-16	11-16	11-16	08-16	08-16	08-16	06-16	06-16
Part D3	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part E	12-16	12-16	12-16	10-14	10-14	10-14	10-14	10-14	10-14
Part F1	01-17	01-17	12-16	08-16	08-16	08-16	08-16	03-16	03-16
Part F2	11-16	11-16	11-16	11-16	03-15	03-15	03-15	03-15	03-15
Part G	11-16	11-16	11-16	11-16	10-14	10-14	10-14	10-14	10-14
Part H1	11-16	11-16	11-16	11-16	09-16	09-16	08-16	06-16	06-16
Part H2	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part I	10-16	10-16	10-16	10-16	10-16	03-16	03-16	03-16	03-16
Part J	11-16	11-16	11-16	11-16	12-15	12-15	12-15	12-15	12-15
Part K	11-16	11-16	11-16	11-16	10-16	06-16	06-16	06-16	06-16
Part L1	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part L2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part X	01-17	01-17	12-16	11-16	10-16	08-16	08-16	07-16	06-16
Chapter 8									
TOC	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Ch 8	12-16	12-16	12-16	03-16	03-16	03-16	03-16	03-16	03-16
Chapter 9									
TOC	11-16	11-16	11-16	11-16	10-16	01-16	01-16	01-16	01-16
Part A	11-16	11-16	11-16	11-16	01-16	01-16	01-16	01-16	01-16

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part B	11-16	11-16	11-16	11-16	01-16	01-16	01-16	01-16	01-16
Part C1	12-16	12-16	12-16	11-16	01-16	01-16	01-16	01-16	01-16
Part C2	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part C3	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part C4	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part C5	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part C6	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part C7	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part D	10-16	10-16	10-16	10-16	10-16	02-16	02-16	02-16	02-16
Chapter 10									
TOC	10-16	10-16	10-16	10-16	10-16	11-15	11-15	11-15	11-15
Part A	02-17	10-16	10-16	10-16	10-16	09-16	07-16	07-16	06-16
Part B	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part C	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part D	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E2	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E5	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E8	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Part E9	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part E10	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E11	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E12	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E13	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Appendix A									
Part 1	02-17	12-16	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part 2	11-16	11-16	11-16	11-16	10-16	06-16	06-16	06-16	06-16
Appendix E									
Part 1	09-16	09-16	09-16	09-16	09-16	09-16	08-16	08-15	08-15
Part 2	02-17	11-16	11-16	11-16	09-15	09-15	09-15	09-15	09-15
Part 3	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15
Appendix F									
Part 1	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix G									
App G	02-17	11-16	11-16	11-16	10-16	08-16	08-16	06-16	06-16
Appendix H									
Part 1	02-17	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part 2A	11-16	11-16	11-16	11-16	10-14	10-14	10-14	10-14	10-14
Part 2B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2C	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-15
Part 3A	10-16	10-16	10-16	10-16	10-16	10-14	10-14	10-14	10-14
Part 3B	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-15
Part 3C	02-17	11-16	11-16	11-16	10-16	09-15	09-15	09-15	09-15
Part 4A	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	10-14
Part 4B	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	10-14
Part 4C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16	06-16
Part 5A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix I									
Part 1	08-16	08-16	08-16	08-16	08-16	08-16	08-16	03-16	03-16
Part 2	11-16	11-16	11-16	11-16	08-16	08-16	08-16	06-16	06-16
Part 3	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16	06-16
Part 4	11-16	11-16	11-16	11-16	10-16	08-16	08-16	06-16	06-16
Appendix J									
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix K									
TOC	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part 1	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part 2	02-17	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5	10-16	10-16	10-16	10-16	10-16				
Appendix M									
App M	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix N									
TOC	02-17	08-16	08-16	08-16	08-16	08-16	08-16	10-14	10-14
Part 1	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16	06-16
Part 2	02-17	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Part 3	02-17								
Appendix P									
Part 1	11-16	11-16	11-16	11-16	03-16	03-16	03-16	03-16	03-16
Part 2	02-17	11-16	11-16	11-16	10-16	07-16	07-16	07-16	11-15
Appendix Q									
Part 1	11-16	11-16	11-16	11-16	09-16	09-16	02-16	02-16	02-16
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	01-17	01-17	11-16	11-16	09-16	09-16	08-15	08-15	08-15
Part 4	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Appendix R									
Part 1	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part 2	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Appendix S									
App S	02-17	10-16	10-16	10-16	10-16	04-16	04-16	04-16	04-16
Appendix T									
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App T	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix U									
App U	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Appendix W									
App W	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16	06-16

CHAPTER 1: GENERAL

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.

2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See DoDI 1342.25, dated 30 October 1996 "School Boards for DoD Domestic Dependent Elementary and Secondary Schools (DDESS);"concerning eligibility for reimbursement.

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

1205 GAIN SHARING PROGRAM

The Gain Sharing Program is a bonus oriented incentive program designed to share Gov't travel and transportation cost savings with a traveler. Title 5 USC, Ch 45, Subchapter 1 provides authority for a Gain Sharing Program for an employee, but there is no authority for such a program for a member. Participation in a Gain Sharing Program is not covered by, nor addressed in, the JTR for a member or employee.

1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS

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

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

C. Gov't Requirements. Lodgings that meet Gov't requirements are listed on the U.S. Fire Administration's Internet site.

D. Service/DoD Agency Compliance. Services/DoD Agencies are in compliance with the 90% requirement if travel arrangements are made through use of a Service/DoD Agency designated Travel Management System (TMS) (see App A1 definition) whenever possible (5 USC §5707a).

1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

B. Participation. Participation in this program is not required by the Gov't. ***Use of Gov't funds to obtain membership in such a program is statutorily prohibited*** by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.

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

1220 RECRUITER RELATED PARKING EXPENSES

A. Application. An Army, Navy, Air Force, or Marine Corps member or employee is authorized reimbursement for that portion of the monthly parking expenses in excess of $25, but NTE $200.

B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:

1. As a recruiter for any of the armed forces;

2. At an armed forces military entrance processing facility; or

3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

C. **Example**. Monthly parking expenses of $135 warrant reimbursement of $110 ($135 - $25 = $110) while monthly parking expenses of $320 would warrant reimbursement of $200 ($320 - $25 = $295 but NTE $200).

D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.

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

1225 FOREIGN MILITARY TRAVEL

A. Authority. The JTR is not the authority for payments for foreign military and an ITA is not used to support payments.

B. Defense Personnel of Developing Countries (10 USC §1051). See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Ch 10.

C. Liaison Officers (10 USC §1051a). See DoD FMR, Volume 12, Ch 18 .

D. Foreign Students at Service Academies. See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10.

E. Foreign Military Sales Related Travel of Foreign Personnel. See DoD 5105.38-M, Security Assistance Management Manual (SAMM).

1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

A. DoD Members and DoD Employees. See DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.

B. Non-DoD Members. Non-DoD members should consult Service information.

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

A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. DoDI 5154.31, Vol 5 ***requires that PDTATAC staff review all written material that implements the JTR provisions***.

B. Provisions. The DIAM 100-1 provides allowances for a member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS Defense Attaché System/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

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

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

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

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses ICW training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG, and

9. POV Transportation.

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

1237 ASSIGNED TO NATIONAL SECURITY AGENCY (NSA)

A. Authority. An Armed Forces member or an employee assigned to NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC §3601-§3617) if implemented in NSA regulations.

B. Duplicate Reimbursement. ***A traveler may not receive an allowance under the NSA regulations and an allowance in the JTR for the same purpose. The traveler is financially responsible for returning any duplicate travel and transportation allowances received.***

1240 CHAPLAIN LED PROGRAMS (Members Only)

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

B. Official Order/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in App E1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

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

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

If a member is authorized to participate in the Pay and Allowances Continuation Program IAW DoD FMR, Volume 7A, Ch 13, the member is authorized the 'IE' portion of per diem as part of the PAC even though not in a travel status.

Effective 1 January 2016
1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION (Members Only)

A. General

1. Sec. 533 of FY09 NDAA (P.L. 110-417) as amended by Sec. 531 of FY12 NDAA (P.L. 112-81), Sec. 522 of FY13 NDAA (P.L. 112-239), Sec. 522 of FY15 NDAA (P.L. 113-291) and Sec. 523 of FY16 NDAA (P.L. 114-92) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention.

2. The pilot program allows members of the Regular Components and members on active Guard and Reserve duty to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years.

3. The pilot program runs between calendar years 2009 and 2019.

B. Allowances upon Release from Active Duty. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C.

C. Allowances upon Return to Active Duty. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty.

D. Time Limitation. A member must return to active duty within 3 years of release but NLT 31 December 2022.

Effective 13 May 2016
1255 DOD TRAVEL SYSTEM PILOT

A. Authority. Pursuant to 37 USC §454 the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two week "discovery sprint" led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to federal agencies with the goal to make Gov't services simple, effective, and efficient. Recommendations included implementing a commercial off-the-shelf software as a service based solution for travel reservations and expense management.

B. Eligibility. A small sample of the user community will pilot the solution, understanding that additional oversight is needed for these users. ***This Pilot does not apply to USCG, PHS, or NOAA personnel***.

C. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

D. Reimbursement

1. Per diem, lodging, meals and incidental expenses are reimbursed IAW the JTR.

2. Transportation expenses are reimbursed IAW the JTR, except that mileage is computed using a commercially available mileage computation program. TDY mileage (station to station) is determined based on calculations from physical address to physical address, zip code to zip code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

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

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

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

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but ***not*** the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/ non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but ***not*** the HSTA. See DSSR, Section 252.6.

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

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

1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. ***A new appointee is not eligible for any portion of the HSTA.***

3. The FTA and HSTA are composed of four elements:

a. Miscellaneous Reimbursable Expense. This portion ***only*** is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

b. Wardrobe Expense. ***This portion is not allowable for a DoD employee***.

c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.

(1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

(2) HSTA. ***This portion is not allowed for a DoD employee.***

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

2. HSTA. This portion is allowed ***only for* a *reassigned employee (not a new appointee)*** PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.

1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)

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

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a Gov't lodging program (see App A1 definition). This Gov't lodging program allows DoD to require the use of either Gov't Qtrs, Public-Private Venture (PPV) lodging or commercial lodging (DoD Preferred), for both employees and members. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

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

C. Scope

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

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

3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).

4. Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties are listed on the DTMO website at ILP Approved Vendor List.

2. Travelers must book their preferred commercial lodging through DTS or their contracted TMC.

3. Members Only. Members TDY to a U.S. Installation at one of the selected ILPP sites in par. 1265-J may be directed to use Gov't dining facility when:

a. Quarters are available in a facility on that installation that is participating in the Gov't Lodging Program; and

b. Gov't dining facility are available on the installation.

4. Members Only. On days when one or more meals are available and directed IAW par. 1265-D3, the member will be paid per diem in the same manner as it is paid in pars. 4200-A, 4200-B, and 4200-C. A Gov't dining facility is not available on travel days or when the AO determines:

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

b. There is excessive distance between the Gov't dining facility and places of duty; and/or lodging'; and use of Gov't dining facility would cause additional local transportation expenses;

c. Duty hours and Gov't dining facility operating hours are not compatible.

5. Members Only. If the member is directed to use Gov't dining facility, but does not use available lodging on the installation, GMR/PMR still applies.

E. Gov't Qtrs Use (Employees Only)

1. Gov't Qtrs Available. Employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available.

2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:

a. TDY is at other than a U.S. Installation;

b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;

c. During en route travel periods for PDT only;

d. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;

e. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status;

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

g. Reservations cannot be booked in DTS. See ILPP Start Dates.

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

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

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

c. Employee certification that Gov't Qtrs were not available on arrival.

5. Employees with a Disability/Special Need. See par. 7815.

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

F. Exceptions

1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a Gov't lodging program property at an ILPP site when:

a. Gov't Qtrs are available;

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

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

d. The use of a Gov't lodging program property at an ILPP site facility adversely affects mission performance; or

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

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

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

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

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

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

I. TMC Transaction Fees

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

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

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at ILP Rates and ILP Start Dates.

*1. Sites include metropolitan areas. A listing is posted on the DTMO website at ILP Pilot Sites.

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

CHAPTER 2: OFFICIAL TRAVEL

PART J: OFFICIAL DISTANCE DETERMINATION

2650 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide PCS and TDY distance information.

2. Replaces all other sources used for computing distance (except for airplanes see par. 2650-B).

3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations).

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.

5. Does ***not*** apply to the following travel distances that are determined by odometer readings:

a. In and around the PDS or TDY sites,

b. Between home/office and transportation terminal,

*c. For short distance moves, within the same city (Member Only),

*d. Short distance transfers determined IAW par. 5566-C (Employee Only), or

*e. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. 7355-B (Member Only).

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. 3035.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

E. Missing Location

1. Each DoD Installation (CONUS and OCONUS) should be listed in the DTOD.

2. If a facility is not listed, contact the DTOD.

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CHAPTER 2: OFFICIAL TRAVEL

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

2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

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

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

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

D. Voucher Submission

1. Consult finance regulations for expense description/documentation required on the travel voucher.

2. DoD FMR, Vol. 9, Travel Policy and Procedures prescribes voucher submission requirements, with supporting authority.

3. Funds are obligated IAW finance policy, ordinarily prior to/at the time the expense is incurred.

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

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

1. Reimbursable and non-reimbursable expenses are listed, alphabetically, in App G.

2. App G is intended ***only as a quick reference table*** of reimbursable and non-reimbursable expenses.

3. Detailed expense lists, restrictions, and governing regulations are listed below.

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

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 a personal expense and are ***not reimbursable. The GTCC must be used for all purchases. A traveler may only be authorized (in advance) reimbursement for an ATM or a cash advance fee if the traveler can document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. This must be authorized through the Secretarial Process (APP A1) (delegated no lower than O-6 or equivalent). The ATM fees must be authorized only for individual cash advances over $100, it must be certified that non-ATM cash advances were not authorized and the specific amount of advances must be included on the authorization.

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, 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 (see ATM Use for rare exception).

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

Communication Services ***(Effective 1 October 2014)***

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.

2. Gov't owned/leased services should be used for official communications.

Conference Registration Fee

1. Conference registration fee reimbursement is authorized/approved when the fee is a condition for attendance.

2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

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

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.

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

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

*2. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

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

1. Reimbursable Expenses. In addition to a TDY mileage allowance, if POC use is advantageous to the Gov't, travelers may be reimbursed for ferry fares; bridge, road and tunnel tolls; automobile parking fees ICW official travel (except those incident to PDT); and aircraft landing, parking, and tie down fees.

2. Non-Reimbursable Expenses. Reimbursement is not authorized for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, winter plug-ins, and /or state and Federal taxes. **Exceptions to this** are in pars. 4750 (privately owned aircraft other than an airplane (e.g., helicopter)) and 4755 (privately owned boat).

POC Use is Not Advantageous on TDY. Expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized. Reimbursement is not authorized for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, winter plug-ins, and /or state and Federal taxes. **Exceptions to this** are in pars. 4750 (privately owned aircraft other than an airplane (e.g., helicopter)) and 4755 (privately owned boat).

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 TMC/TMC, and

b. When a TMC/TMC is not available.

2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage TMC/TMC in the process and the TMC/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. TMC Use. A traveler who disregards a special conveyance arrangement made by a TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the TMC) 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***.

(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.

Travel Management Company (TMC) Fees. TMC (App A1 definition) fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

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

CHAPTER 3

TRANSPORTATION

Paragraph **Title/Contents**

PART A: GENERAL

Section A1: Policy and Rules

3000 **SCOPE**
A. General
B. TMC Use

3005 **TRAVEL/TRANSPORTATION POLICY**
A. General
B. Travel Prudence/Stewardship of Gov't Funds
C. GSA City Pair Program/Airfares
D. Official Travel
E. Usual Routing
F. Time
G. Accommodations
H. Non-U.S. Flag Carrier Reimbursement
I. Dependent Seating
J. Interlining

3015 **COMMON CARRIER TRANSPORTATION PROCUREMENT**
A. Passenger Movement
B. City-Pair Program

3020 **UNUSED GOV'T-PROCURED TRANSPORTATION**
A. General
B. Gov't Cost Involved

3025 **TRAVEL TIME**
A. Travel by Gov't Conveyance and/or Common Carrier on Gov't-Procured Transportation
B. Travel by other than Authorized Mode
C. POC
D. Travel by Aero Club
E. TDY Travel by Mixed Mode
F. Special Conveyance Travel

3030 **SCHEDULING TRAVEL**
A. General
B. Factors
C. Early Departure

3035 **SEPARATE JOURNEYS**

Section A2: Transportation Reimbursement

3040 **ALLOWABLE TRANSPORTATION EXPENSES**
A. General
B. POC Operating Expenses
C. Reimbursement

Paragraph **Title/Contents**

3045 **PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT**
A. Mandatory Policy
B. Reimbursement Limitations
C. Transaction Fee
D. Gov't TMC Is Available
E. Gov't TMC Is Not Available
F. Transoceanic Travel - Gov't/Gov't-Procured Transportation Is Available
G. Transoceanic Ferry Fares
H. Other Reimbursable Expenses

3050 **REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE**
A. General
B. Gov't and Gov't-procured Air Transportation Available
C. Gov't/Gov't-procured Air Transportation Not Available
D. Use of Foreign Flag Air Carriers or Foreign Flag Ships
E. Computation
F. Dependent Travel Limited to the Gov't-offered Air Transportation Cost

PART B: BAGGAGE

3100 **ACCOMPANIED BAGGAGE**
A. General
B. Stopping Accompanied Baggage while the Baggage Is in Transit
C. Accompanied Baggage Return as Part of a Troop Movement

3105 **EXCESS ACCOMPANIED BAGGAGE**
A. General
B. Traveler Responsibility
C. Authorization/Approval
D. Expense Reimbursement (App G)
E. Transportation Charges

3110 **UNACCOMPANIED BAGGAGE (UB)**
A. General
B. Expedited UB Shipments

PART C: TRANSPORTATION MODE

3200 **MANDATORY DoD POLICY**

3205 **REQUIRED USE OF MILITARY AIRCRAFT**

3210 **AUTHORIZED TRANSPORTATION**
A. General
B. Transportation Mode
C. Transportation Mode Exception
D. Arranging and Determining Transportation Modes

3215 **AO DETERMINATION**
A. Transportation Not Directed
B. TDY and Transoceanic PCS Travel

Paragraph	Title/Contents
3220	**DIRECTING TRANSPORTATION MODE**
	A. General
	B. Reimbursement
	C. Reimbursable Expenses
3225	**TRANSPORTATION MODE SELECTION**
	A. General
	B. Contract Air Service
	C. Non-contract Air Service
	D. Rail or Bus Service
	E. Automobile
	F. Chunnel
	G. Non-motorized Transportation
	H. Traveler's Cost Liability when Selected Mode Not Used

PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

3300	**GENERAL**
	A. TDY/PCS Public/Special Conveyance Reimbursement
	B. Local Travel Transportation Expenses
	C. Requirements
3305	**MISCELLANEOUS REIMBURSABLE EXPENSES**
	A. Allowable Reimbursement
	B. Reimbursement Not Allowed
	C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses
3310	**TAXICAB/LIMOUSINE SERVICE USE**
	A. To/from Transportation Terminal
	B. Between Residence and PDS on TDY Travel Day
3315	**BUS, STREETCAR, AND SUBWAY USE**
	A. To/from/between Transportation Terminals
	B. Between Residence and PDS on the Day Travel Is Performed
3320	**SPECIAL CONVEYANCE USE**
	A. Authorization/Approval
	B. To/from Carrier Terminals
	C. Between Duty Stations
	D. In and around PDS/TDY Station
	E. Limited to Official Purposes
	F. Reimbursement
	G. Special Conveyance Receipts
	H. Special Conveyance Use for PCS Travel **(Employees Only)**
3330	**SELECTING A RENTAL VEHICLE**
	A. Instructions and Guidance
	B. TMC Use
	C. Rental Service Cost
	D. DTMO Rental Car Agreement
	E. Additional Rental Car Cost
	F. Motor Pools and Commercial Rental Companies

Paragraph **Title/Contents**

G. DTMO Vehicle Rental Agreements
H. Domestic and Foreign Rental Car Information
I. Non-Reimbursable Expenses
J. Non-DoD Services **(Members Only)**

PART E: GOV'T CONVEYANCE USE ON TDY

3400 GOV'T AUTO USE ON TDY
A. Requirements
B. Exceptions
C. Personal Preference
D. Limited to Official Purposes

3405 AERO CLUB AIRCRAFT USE ON TDY
A. Policy
B. Authorization
C. Allowable Travel Time for Per Diem or Actual Expenses Computation
D. Reimbursement Limitations
E. Allowable Expenses

3410 GOV'T AIRCRAFT USE ON TDY
A. Air Mobility Command (AMC)
B. Military Aircraft other than AMC

3415 REIMBURSABLE EXPENSES

3420 ALLOWABLE TRAVEL TIME FOR COMPUTATION OF PER DIEM OR ACTUAL EXPENSES

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL
A. Cost Efficiency
B. Restricted Airfare
C. Arranging Transportation
D Personally Procured Transportation
E. Air Travel Medically Inadvisable
F. Scheduling Travel
G. Rest Periods
H Authorizing/Approving Officials
I. Decisions Support Tool
J. Documentation Requirements
K. Travel Order
L. Additional Costs
M Advance Seat Assignment
N Blanket Travel Order
O Less Than Minimum Standards
P. Restrictions

3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED
A. Cabins Equipped with Same Seating
B. Business/1st Class Air Costs Less than Least Expensive Unrestricted Econ/Coach Class Airfare
C. No Cost Upgrades

Paragraph	Title/Contents
3510	**AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS** A. Authorizing/Approving Officials B. Authorization/Approval Authority for Business Class Authorization/Approval Officials
3515	**ECONOMY PLUS/COACH ELITE SEATING** A. General B. Authorization/Approval C. Additional Fee Seating D. Airline Designation/Name
3520	**BUSINESS CLASS AND FIRST CLASS** A. Restrictions and Limitations B. Exceptional Circumstances C. Authorized/Approved Circumstances for Business Class and First Class Use
3525	**U.S. FLAG AIR CARRIER USE** A. Code Share Flights B. Non-U.S. Flag Air Carriers C. Most Direct Route between Two OCONUS Locations D. Requirements E. Exceptions F. Non Availability Documentation G. Travel Schedule H. Reimbursement
3530	**UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (EMPLOYEES ONLY)** A. Operations and Maintenance Technician and Crash Firefighter B. Required as a Condition of Employee's Assignment C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available D. Air Evacuation Required for Medical Reasons

PART G: TRAIN TRANSPORTATION

3600	**GENERAL** A. Policy B. Authorization/Approval Exception
3605	**ECONOMY/COACH ACCOMMODATIONS**
3610	**SLUMBER COACH**
3615	**'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS**
3620	**AO AUTHORITY**
3625	**'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS** A. Authorizing/Approving Official B. Requirements C. Decision Support Tool and Procedures D. Authorization/Approval

Paragraph **Title/Contents**

PART H: COMMERCIAL SHIP TRANSPORTATION

3650 **GENERAL**
A. Directed Transportation
B. Car Ferry Travel
C. Reimbursement without Authorization/Approval
D. Authorization/Approval Exception

3655 **AUTHORITY**
A. General
B. Medical

3660 **ACCOMMODATIONS**
A. General
B. Room Rate
C. More Costly Ship Accommodations Use

3665 **U.S. FLAG SHIP**
A. General
B. U.S. Flag Ship Use Impracticable
C. U.S. Flag Ship Unavailable
D. Determination Required
E. Unauthorized Foreign Flag Ship Use

PART I: CAR FERRY

3700 **GENERAL**

3705 **TRANSPORTATION**
A. Vehicle
B. TDY Travel Only
C. PCS Travel Only
D. More Than One Car Ferry

3710 **FERRY FEES**
A. PCS and TDY
B. PCS Only

3715 **PER DIEM**
A. Lodging
B. Travel Includes an Overnight on a Car Ferry Anywhere in the World
C. Travel Does Not Include an Overnight on a Car Ferry
D. Dependent Per Diem (PCS Travel)

3720 **FOREIGN FLAG SHIP USE**
A. Required Documentation
B. Unauthorized Foreign Flag Ferry Use

3725 **EXCESS COST COLLECTION**

CHAPTER 3: TRANSPORTATION

PART A: GENERAL

SECTION 2: TRANSPORTATION REIMBURSEMENT

3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;

2. Transportation to/from carrier terminals; and

3. A special conveyance.

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

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

3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Service Members and DoD civilian employees use an available DTMO contracted TMC, or a GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation requirements.

2. The eligible traveler must contact the responsible Service/Agency/DoD Component designated official if there is not an available DTMO contracted TMC/GSA contracted TMC for the official travel.

3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted TMC (or GSA contracted TMC) is authorized or encouraged.

4. The payment options are provided for situations when the TMC (or a TMC) cannot be used.

5. Par. 1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see pars. 5588 and 5532-C), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a TMC, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. 3045-D-H.

2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.

3. See Ch 4, Part G when the transportation is partly by POC.

4. If a traveler uses Gov't procured transportation for part of a journey (see par. 3035), the limits in pars. 3045-D and 3045-E must be reduced by its cost.

*5. MEMBERS ONLY: This policy does not apply to pars. 5020-B, 7010-A, 7015, 7655, 7620-A, 7620, 7635, 7175-D3, and 7175-D4.

C. Transaction Fee

1. The cost paid by the Gov't for Gov't/Gov't procured transportation through a DTMO contracted TMC frequently includes a transaction fee for arranging the transportation.

2. A TMC transaction fee incurred by a traveler is part of the transportation cost.

3. When a TMC is not available to the traveler, the transaction fee incurred for arranging transportation through other than a TMC is a part of the transportation cost. When an available TMC is not used, the transaction fee for personally procured transportation from other than a TMC may not be reimbursed.

D. Gov't TMC Available

1. General. When a Gov't TMC (see App A1) is available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the TMC could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the TMC. See also par. 1035.

2. Constructed Cost Basis. For air transportation, constructed costs are based on the policy constructed airfare (see App A1) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction***.

3. City Pair Airfare Available.

a. A city pair airfare is available if a contract airfare is offered between origin and destination.

b. The airfare may involve:

(1) A nonstop flight,

(2) A direct flight (same flight from origin to destination, but with one or more stops en route), or

(3) Connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement).

c. A city pair fare is ***not available*** if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

d. Examples

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

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

4. Constructed Cost Limitations

a. The constructed transportation cost is based on the policy constructed airfare (with the par. 3520-A6 exception).

b. **Example**: There is often no city pair airfare connecting origin and destination. Several policy constructed airfares (see App A1) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from the required origin to the required destination does not constitute a city pair airfare. See 3045-D3.

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

5. Restricted Airfare Use

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

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

(2) Any available restricted airfare for which the traveler qualifies in lieu of the policy constructed airfare.

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

c. When a city pair fare is available, the AO must use the App H3C decision support tool to assist in determining if a restricted airfare may be advantageous to the Gov't.

*d. See par. 3500-B for use of restricted airfares; and par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

E. Gov't TMC Not Available

1. In the ***very rare circumstance*** that a Gov't TMC is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the policy constructed commercial transportation cost between authorized points.

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

3. See par. 3500 for use of restricted airfares.

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

F. Transoceanic Travel When Gov't/Gov't Procured Transportation Is Available

1. When Gov't/Gov't procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available Gov't/Gov't procured transportation. See pars. 5588 and 5532-B for PCS transoceanic travel.

2. If both Gov't and Gov't procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When Gov't/Gov't procured transportation is ***not available***, reimbursement is authorized for the transportation cost NTE the policy constructed airfare available over the direct route between the origin and destination.

4. See par. 3500-E for medically inadvisable airfare.

G. Transoceanic Ferry Fares. See Ch 3, Part I. See par. 3665 for non-U.S. flag ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Ch 3, Part D.

3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE (FTR, Part 301-10, Subpart E)

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 477 (1938); 21 Comp. Gen. 116 (1941)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. Gov't and Gov't Procured Air Transportation Available

1. When Gov't/Gov't procured air transportation use is required under Ch 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Gov't/Gov't procured air transportation.

2. Constructed costs are based on the policy constructed airfare (see App A1) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction***.

3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

4. Gov't/Gov't procured air transportation is not available when:

a. An AO determines that Gov't and/or Gov't procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. Gov't and/or Gov't procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

5. The lower priced transportation mode is the reimbursement limit if appropriate Gov't and Gov't procured transportation are both available.

6. If only Gov't procured transportation is available, its cost is the reimbursement limit.

C. Gov't/Gov't Procured Air Transportation Not Available

1. When Gov't/Gov't procured air transportation is not available, reimbursement for transportation used must not exceed the policy constructed airfare (see App A1 definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.

2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Foreign Flag Air Carriers/Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/ unapproved foreign flag air carrier/ship service is used.

2. If U.S. flag air carrier/ship service is available for an entire trip and the traveler uses a foreign flag air carrier/ship for any part, or all, of the trip, the transportation cost on the foreign flag air carrier/ship is ***not payable*** (FTR §301-10.143).

E. Computation

1. Except as prohibited in pars. 3525 and 3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the Gov't would have paid for the authorized transportation mode and/or route. ***No other costs are added to the computation***. The traveler is paid whichever (actual or constructed) is less.

2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.

3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate TO or other authentic tariff source.

F. Dependent Travel Limited to the Gov't Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. 3500-P.

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CHAPTER 3: TRANSPORTATION

PART C: TRANSPORTATION MODE

3200 MANDATORY DoD POLICY

It is ***MANDATORY*** policy that travelers use an available TMC for all official transportation requirements. See Ch 2, Part F regarding mandatory TMC use.

3205 REQUIRED USE OF MILITARY AIRCRAFT

For the limited number of senior officials designated by SECDEF as 'required use travelers' on military aircraft, see DoDD 4500.56, DoD Policy on Use of Gov't Aircraft and Air Travel, Enclosure 2.

3210 AUTHORIZED TRANSPORTATION

A. General

1. Travel should be by the most expeditious practicable transportation mode that meets mission requirements.

2. The AO is responsible to select the transportation mode.

B. Transportation Mode. Official TDY/PCS travel may be authorized/approved on any combination of the following:

1. Gov't (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),

2. Commercial aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel tunnel (Chunnel) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***

*3. POC (see par. 3220-A4),

*4. Special conveyance (see par. 3220-A4),

5. Taxicab, bus, streetcar, subway or other public conveyances, and

6. Airport limousine or courtesy conveyance.

C. Transportation Mode Exception

1. A traveler is not required to travel via a particular transportation mode if there is a ***valid reason*** for excluding that mode. **Example**: Travel by air may be excluded if travel by that mode is precluded for medical reasons.

2. A statement on the travel order must indicate the reason for nonuse of a particular transportation mode. The statement provides travel reimbursement justification based on the authorized transportation mode, including the constructed cost based on the authorized mode if needed.

3. **Example**: Air transportation is to the Gov't's advantage but air travel is medically precluded. The travel order must contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail (or whatever other form of) transportation is authorized."

D. Arranging and Determining Transportation Modes

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 (round-trip) 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 round-trip (400 miles one-way) at its discretion.

1. CONUS. Determination to use one, or a combination, of transportation modes for travel within CONUS must be based on the following factors:

a. Urgency and purpose of the travel;

b. Ability to provide necessary service to meet mission requirements;

c. Amount of accompanied baggage, or working equipment, necessary to accompany the traveler;

d. Savings in the traveler's productive time (workdays only);

e. Availability of adequate accommodations;

f. Any special facilities or schedule that aids in maintenance of necessary security, when applicable; and

g. Savings to the Gov't ICW a PCS order and dependent's transportation.

2. OCONUS

a. Transportation must be arranged through an available TMC. See Ch 2, Part F.

b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The TO/TMC makes the transportation mode determination if the AO does not.

c. The TO/TMC must not provide transportation via a mode that has been prohibited by the AO.

d. Travel may be approved for:

(1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;

(2) MSC, when available; or

(3) Commercial transportation.

e. Except for ferries, travel by ship is not to the Gov't's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.

f. Travel by ship may be authorized/approved as being to the Gov't's advantage only through the Secretarial Process.

g. Reimbursement for ship transportation must be IAW the use of U.S. flag ships.

h. When a traveler, authorized to use available AMC/MSC facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. 3045-B. All travel must be made IAW Ch 2, Part F.

3215 AO DETERMINATION

A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.

B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

3220 DIRECTING TRANSPORTATION MODE

A. General

*1. Travelers may be directed to use Gov't transportation when reasonably available to meet mission requirements. A traveler who is directed to use Gov't transportation (except a Gov't furnished automobile) and fails to do so, for personal reasons, must not be reimbursed for transportation costs. See CBCA 1677-TRAV, 23 February 2010.

*2. Travelers directed to use a Gov't furnished automobile may be reimbursed IAW par. 4795 if the Gov't furnished vehicle does not perform the trip. If the Gov't furnished vehicle makes the trip, no reimbursement is authorized.

*3. The authorizing/order issuing official (App A1) must determine 'reasonable availability' after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

*4. A traveler ***may not be directed*** to use a POC.

*5. Dependent travel ***may be directed*** by a particular mode.

*6. A traveler may select POC for overland PCS travel.

*7. A traveler must comply with all regulations ICW the directed/selected transportation mode.

*8. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move.

*9. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC) may be directed for an individual PCS move **(Members Only)**.

B. Reimbursement

*1. When a specific transportation mode is directed (except Gov't transportation) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.

*2. **Members Only**: This does not apply to pars. 5020-B, 7010-A, 7015, 7175-D3, 7175-D4, 7655, 7620, and 7635.

C. Reimbursable Expenses. Reimbursement is allowable for additional TDY transportation expenses (e.g., taxicab, bus, subway fares) as authorized in Ch 3, Part D.

3225 TRANSPORTATION MODE SELECTION

A. General. The following transportation modes are presumed to be the most advantageous methods of transportation, in order of precedence:

1. Common Carrier. Travel by common carrier is generally the most advantageous transportation mode and should be selected when reasonably available.

2. Gov't Auto. When travel must be performed by auto, a Gov't auto is presumed to be the most advantageous transportation mode.

3. Rental Car. If a Gov't auto is not available and travel must be performed by auto, a rental car should be considered.

4. Privately Owned Conveyance (POC). A POC is the most advantageous transportation mode only when use of a common carrier, Gov't auto, or rental car has been considered. Personal choice is not the sole consideration.

B. Contract Air Service

1. City Pair Airfare Available

a. Contracted airfare use offered by a contract air carrier between certain cities (city pairs) is generally to the Gov't's advantage.

b. These airfares should be used for official air travel between those cities.

c. If the city pair carrier offers both a YCA airfare and a 'Dash' CA airfare and the 'Dash' CA airfare is available when the traveler makes the reservation, the 'Dash' CA airfare (which is less expensive than the YCA airfare) must be selected. See par. 3045-D3.

2. City Pair Airfare Not Available. If a city pair airfare is not available from origin to destination, the policy constructed airfare (see App A1) should be used. This includes a lower airfare offered by a non-contract U.S. flag carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares. See par. 3045-D3.

3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. flag airline. See par. 3500-B.

4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city pair air service, see:

a. App P (City Pair Program);

b. The FTR, §301-10.107;and

c. DoD 4500.9-R, Part I Ch 103, pars. A2 and E.

C. Non-Contract Air Service

1. When city pair service is available, the use of non-contract U.S. flag air service may be authorized only when justified under pars. 3225-B and 3500-B.

2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.

3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non-contract U.S. flag air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

D. Rail or Bus Service

1. Rail/bus service may be used when it is:

a. To the Gov't's advantage (with cost, energy, and other factors considered); and

b. Compatible with official travel requirements.

2. The use of discount fares offered to the Gov't by rail/bus carriers is advantageous.

3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

E. Automobile

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.

2. Gov't Auto. A traveler may use a Gov't auto if practical.

3. Cost Consideration. If cost consideration is used in determining whether a Gov't contract rental or a Gov't auto should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the auto.

4. Traveler's Cost Liability when Selected Mode Not Used

a. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.

b. Any additional cost resulting from use of a transportation mode other than specifically authorized/ approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

F. Chunnel. The English Channel tunnel (Chunnel) is a ferry for computation purposes.

G. Non-motorized Transportation. The AO may authorize/approve:

1. A non-motorized transportation mode (e.g., bicycle, etc.), but a mileage allowance is not authorized.

2. Reimbursement of transportation related expenses ICW non-motorized transportation, in the Gov't's interest, NTE the most advantageous transportation mode cost, per the AO determination.

*H. Traveler's Cost Liability when Selected Mode Not Used

*1. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.

*2. Any costs resulting from use of a transportation mode other than specifically directed or required by regulation (e.g., Gov't transportation) is the traveler's financial responsibility. See par. 3220-A.

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CHAPTER 3: TRANSPORTATION

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL

A. Cost Efficiency

1. Transportation. 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.

2. Early Booking. Whenever practicable, a traveler must arrange airfare enabling the lowest policy constructed airfare price available when traveling on domestic flights, including appropriately timing the airfare purchase. The AO and traveler should plan travel, and book reservations, early to purchase the least expensive policy constructed airfare.

B. Restricted Airfare

1. General

a. Cost Savings. 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. Appropriate Use. Restricted airfares should never be applied in a blanket fashion, but could be a consideration. For example, not all FEML or R&R may be by restricted airfare, but it is appropriate to consider using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, and COT).

c. Underutilization of City Pair Airfares. 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. Limitations and Restrictions. When a restricted airline ticket purchase is authorized and procured and the TDY is subsequently canceled:

*(1) Any remaining value of a non-refundable ticket may ***only be used for future official travel***. ***Under no circumstances may the traveler pay any penalty and then use the ticket for personal travel; and***

*(2) Any credits or reusable tickets, offered by the airlines, may ***only be used for future official travel***. For example, some restricted ticket fare rules allow for partial refunds in the form of a credit for a future flight. ***Under no circumstances may the traveler use the partial credit for personal travel.***

2. City Pair Fare is Available. When a city pair fare is available, the AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

3. City Pair Fare is not Available

a. When a city pair fare is not available, the traveler and AO must consider:

(1) The chance that the flight will be changed or canceled, and

(2) Applicable charges and fees that may be incurred,

when determining if the savings is worth the risk that the trip will change.

b. Use of the checklist in App H3C is not required, but travelers must follow their service or agency guidelines for using restricted tickets.

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

D. 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.

E. 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.

F. 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.

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

H. 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.

I. Decision Support Tools

1. Business Class. See App H3B.

2. First Class. See App H2C.

3. Restricted Airfare. See App H3C.

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

K. 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).

L. 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.

M. 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.

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

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

P. 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.

	FIRST CLASS	**BUSINESS CLASS**
OSD, Defense Agencies, and DoD Field Activities	Administration and Management Director. ***No further delegation.***	Administration and Management Director. May be delegated no lower than 3 star or civilian equivalent level.
Joint Staff	Director, Joint Staff. ***No further delegation.***	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. ***No further delegation***.	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. ***No further delegation***.
Public Health Service Members Only	Secretary of Health and Human Services. ***No further delegation***.	Flag officers at the 2 star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. ***No further delegation***.
NOAA Corps Members Only	NOAA Corps Director. ***No further delegation***.	
Coast Guard Members Only	Secretary of Homeland Security (effective 14 August 2013). ***No further delegation***.	Coast Guard Commandant/Vice Commandant (effective 14 August 2013) ***No further delegation***.

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-M) 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, FEML, 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**
1. Lower Class Accommodations Are Not Reasonably Available a. Reasonably available: (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. (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. 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: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach and business class or first class (as appropriate).	**X**	**X**
2. Mission Essential 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. 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. 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. ***Business class should be used, if available.***	**X**	**X**
3. Medical Reasons. See par. 2110-Jfor medical reasons. First class may be considered for use when business class is not available.	**X**	**X**
4. Exceptional Security Circumstances. These include: a. A traveler whose use of other than business class or first class service would	**X**	**X**

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
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. ***Business class should be used, if available.***		
5. Required by the Mission for Selected Personnel. This is exclusively for use ICW: 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. This is not applicable to NOAA. ***Business class should be used, if available.***	**X**	**X**
6. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.	**X**	**X**
7. Transportation Payment by a Non-Federal Source. When a non-Federal source pays, in advance, for the transportation service. a. ***For First Class Only***: At least one of the circumstances in this table must ***also*** 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. DoD Members/Employee: See the Joint Ethics Regulation (JER), DoD 5500.7-R. d. Non DoD Service Members: See Service issuances.	**X**	**X**
8. Congressional Travel. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).	**X**	**X**
9. Adequate Sanitation/Health Standards a. Economy/coach accommodations on non-U.S. flag carriers do not provide adequate sanitation/health standards. b. Non-U.S. flag carrier service use must be authorized/approved IAW the Fly America Act. c. See par. 3525 for rules governing U.S. flag carrier use.	**X**	**X**

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
10. Overall Saving to Gov't. 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.	**X**	
11. Flight Time in Excess of 14 Hours ***(TDY Travel Only)*** a. ***All*** of the following criteria must be met: (1) Scheduled flight time is in excess of 14 hours (this includes non-overnight airport stopovers and plane changes), and (2) Origin and/or destination is OCONUS, and (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and (4) A rest period cannot be scheduled en route, or at the TDY site before starting work. b. The authorizing/approving official must state on the order: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach class and business class.	**X**	
12. Required by Foreign Government Regulations, MOU/MOA/SOFA. 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.	**X**	

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):

Schedule 1				**Schedule 2**			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	City	Time	Air Carrier		City	Time	Air Carrier
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	

Schedule 3				**Schedule 4**			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	City	Time	Air Carrier		City	Time	Air Carrier
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.

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CHAPTER 4

TEMPORARY DUTY TRAVEL

Paragraph **Title/Contents**

PART A: GENERAL

4000 **JUSTIFICATION**
A. Authorization/Approval
B. Scheduling Travel
C. Service Procedures

4005 **TDY ASSIGNMENT SELECTION**

4010 **WHAT CONSTITUTES TDY TRAVEL**

4015 **ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**
A. Advance Notice
B. Clearances
C. Requirements

4020 **EFFECT OF ABSENCE ON PER DIEM PAYMENT**
A. Members Only
B. Employees Only

4025 **TDY PRIOR TO REPORTING TO THE FIRST PDS (EMPLOYEES ONLY)**

PART B: PER DIEM

Section B1: General

4050 **PER DIEM**
A. General
B. TDY Location
C. References
D. Meeting and Convention
E. Restriction in Establishing PDS (Employees Only)
F. Overseas Post Differential (Employees Only)

4055 **TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS**
A. M&IE Rate
B. More than One TDY Location
C. Lodging Required
D. Local Area Travel
E Tax Implications (Employees Only)

4060 **TDY MORE THAN 24 HOURS**
A. Per Diem Rate Determination
B. Lodging Required En Route
C. Per Diem Limitation

Paragraph	Title/Contents
4065	**DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)**
	A. M&IE Rate
	B. Rates Not Applicable
	C. Per Diem Rate Location
	D. Lodging Required
	E. Lodging Not Required
	F. USCG Members Only
4070	**STOPOVER POINT**
	A. General
	B. Per Diem
4075	**FULL CALENDAR TRAVEL DAYS**
	A. Lodging Required
	B. Lodging Not Required
4080	**RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)**
	A. General
	B. Lodging Required
	C. Lodging Not Required
	D. USCG Members Only
4085	**EXAMPLE**
4090	**SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL**
	A. Traveler Dies while in a TDY Status
	B. Traveler in a Missing Status
	C. TDY ICW Leave
	D. Order Canceled while Traveler Is en route to a TDY Station
	E. Field Duty (Members Only)
	F. TDY Performed in Support of a Military Unit on Field Duty (Employees Only)
	G. Personnel Traveling Together
	H. Straggler (Members Only)
	I. Ordered to Active Duty with PDS Not Designated in the Order (Members Only)
	J. Service Academy Graduates (Members Only)
	K. Undergoing Processing (Members Only)
	L. Inpatient (Members Only)
	M. Assignment to Rehabilitation Center/Activity (Members Only)
	N. Hospitalized Member (Members Only)
	O. Member of a Mission (Members Only)
	P. Navigational and Proficiency Flights (Members Only)
	Q. Assigned to Two-crew Nuclear Submarines (Members Only)
4095	**REDUCED PER DIEM**
	A. General
	B. Authority
	C. Authority Delegation
	D. Reduced Per Diem Not Authorized
	E. Documentation
	F. Travel Day
	G. Reduced Per Diem Increase
	H. Offices Designated to Receive Reduced Per Diem Requests

Paragraph **Title/Contents**

4100 **TDY WITHIN THE PDS LOCAL AREA**
A. Travel within the PDS Limits
B. TDY within the PDS Local Area but Outside the PDS Limits
C. TDY within the PDS Limits for Emergency Circumstances
D. Brief Stay in the PDS Vicinity During TDY (Employees Only)

4105 **PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)**
A. General
B. Computing Per Diem when Crossing the IDL
C. Computation Examples

4110 **SHIP TRAVEL**
A. Per Diem
B. Gov't Ship
C. Commercial Ship (U.S./Foreign/U.S. Gov't Leased) Travel for 24 or More Hours
D. Corps of Engineers Floating Plant (Employees Only)
E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft (Members Only)
F. TDY Aboard a Foreign (Non-Government) Ship (Members Only)
G. Aboard Ship Constructed by a Commercial Contractor (Members Only)

4115 **CAR FERRY TRAVEL** (See Ch 3, Part I.)

4120 **PER DIEM RATE REVIEW**
A. General
B. Final Submission Process

Section B2: Lodging

4130 **TDY LODGING**
A. General
B. Lodging Plus Computation
C. Receipts
D. Lodging Tax
E. Gov't Qtrs
F. Single and Multiple Room Occupancy
G. Lodging with a Friend or Relative
H. Multiple Lessees Involving Leased/Rented Lodging
I. Dependents Accompanying Traveler on TDY
J. Lodging in other than Commercial Facilities
K. Lodging Not Available at a TDY Location
L. Online Booking Tool
M. Advance Lodging Deposit
N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement

4135 **LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**
A. General
B. Per Diem Limitation
C. Reimbursement Limitation
D. Training course Exception (Employees Only)

4140 **LODGING REQUIRED ON THE DAY TRAVEL ENDS**

Paragraph **Title/Contents**

4145 **DUAL LODGING ON A SINGLE DAY**
A. General
B. Authorization/Approval
C. Lodging Cost
D. Lodging Reimbursement
E. Lodging Receipts
F. Long-term Dual Lodging Not Allowed
G. Computation Examples

4150 **LODGING OBTAINED AFTER MIDNIGHT**
A. Lodging Required
B. Lodging Not Required

4155 **LONG-TERM TDY LODGING**
A. General
B. Computation
C. Computation Example
D. Contingency Operation (Members Only)
E. Evacuation (Members Only)
F. Long-Term TDY Flat Rate Per Diem

4160 **APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED/RENTED WHILE TDY**
A. General
B. Expenses

4165 **RESIDENCE OR RECREATIONAL VEHICLE (CAMPER/TRAILER) PURCHASED AND USED FOR TDY LODGING (FTR §301-11.12)**
A. Reimbursement not Authorized
B. Authorized Reimbursement

4175 **LODGING PER DIEM COMPUTATION**
A. General
B. Total Day's Per Diem
C. Maximum Reimbursement
D. Lodging Not Available at the TDY Location

Section B3: M&IE

4200 **M&IE RATE DETERMINATION**
A. Day of Departure/Return
B. CONUS Full Days
C. OCONUS Full Days
D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses Of Instruction)

4205 **DEDUCTIBLE MEALS**
A. PMR Application
B. Deductible Meal
C. Light Refreshments
D. Meals Provided/Consumed
E. AO Authority

Paragraph **Title/Contents**

4210 **NON DEDUCTIBLE MEALS**
A. Non Deductible Meal
B. Limitations

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

4220 **LODGING AND MEALS PROVIDED WITHOUT COST**
A. General
B. Maximum Per Diem

4230 **OCCASIONAL MEALS AND/OR LODGING**
A. Members Only
B. Employees Only

4235 **GOV'T DINING FACILITY**
A. Dining Facility Available
B. Dining Facility Not Available
C. GMR/PMR Documentation
D. Limitations

4240 **ESSENTIAL UNIT MESSING (EUM)**
A. General
B. Start/End Time
C. Meal Procurement Required
D. IE Rate

Section B4: Long-Term TDY Flat Rate Per Diem

4250 **LONG-TERM TDY FLAT RATE PER DIEM**
A. General
B. Exceptions and Additional Factors
C. Retained Lodging Expenses
D. Long-Term TDY Flat Rate Per Diem Examples

Section B5: Computation Examples

4280 **PER DIEM COMPUTATION EXAMPLES**
A. Lodging Tax
B. TDY Mileage Rates
C. Per Diem Rates
D. Examples

Section B6: Quick Reference Tables

4290 **QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS**
A. Departure Day from PDS
B. Whole Travel Days – CONUS
C. Whole Travel Days – OCONUS
D. Day of Return to PDS

Paragraph **Title/Contents**

PART C: AEA

4300 GENERAL

4305 JUSTIFICATION
A. Authorization/Approval
B. Reasons for Authorizing/Approving AEA

4310 AUTHORITY/APPROVAL
A. General
B. AEA

4315 LIMITATIONS
A. Conditions
B. Personal Preference/Convenience

4320 AEA DETERMINATION
A. Factors
B. Travel with Certain Dignitaries
C. Air Crew Travel (Members Only)

4325 EXPENSES
A. Expenses Allowed
B. Expenses Not Allowed

4330 PER DIEM AND AEA ON A SINGLE TRIP

4335 OVER 300% MAXIMUM AEA (Members Only)
A. General
B. Authorization
C. Restrictions

4340 REIMBURSEMENT
A. Limitations
B. Incidental Expenses (IE)
C. M&IE Paid on a Per Diem Basis
D. Lodging and/or Meals Obtained under Contract
E. Itemization

4345 AEA COMPUTATION
A. General
B. Meals Available under Special Arrangements
C. Averaging Expenses
D. Laundry/Dry Cleaning Services
E. Lodging Tax
F. Mixed Travel Reimbursement (Per Diem and Actual Expense)

4350 COMPUTATION EXAMPLES
A. Example 1: AEA Single TDY Location
B. Example 2: AEA to multiple TDY locations A, B, and C
C. Example 3: AEA Single TDY Location

Paragraph **Title/Contents**

PART D: TRAVEL

4400 GENERAL
A. Mandatory Policy
B. Transportation
C. Constructed Travel Computation
D. Reimbursement Limits

4405 ACTUAL TRAVEL TIME

4410 STARTING AND ENDING TRAVEL
A. General
B. Travel between 0600 – 2400
C. Additional Per Diem for Travel between 0600 – 2400

4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP
A. General
B. En Route Rest Stop/ TDY Point Rest Period
C. En Route Rest Stop
D. Rest Period at the TDY Point before Reporting for Duty
E. Delaying Return Travel to Use Reduced Travel Fares

4420 SPECIAL CONVEYANCE TRAVEL

4425 MIXED MODES TRAVEL

4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION
A. Authorization/Approval
B. Starting/Ending Travel
C. Cost
D. Example

4435 RETURN TO PDS DURING LONG-TERM TDY
A. General
B. Authorized Return
C. Lodging Retained at TDY Location during Authorized Return

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS
A. General
B. Authorized Allowances
C. Allowances Not Authorized
D. Lodging Retained at TDY Location
E. Computation

4445 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS
A. General
B. Examples

Paragraph **Title/Contents**

4450 **RETURN TO PDS DIRECTED DURING NON WORKDAYS**
A. General
B. Conditions
C. Travel Order (Employees Only)

PART E: HOUSEHOLD GOODS

Section E1: Members Only

4500 **GENERAL**
A. General
B. Delivery Out of Storage
C. TDY HHG Authorized Locations

4505 **AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**
A. General
B. Restrictions

4510 **BASIC ALLOWANCE**
A. Shipments in Addition to Authorized TDY Weight Allowance
B. Weight Allowance
C. Shipment of Replacement Items

4515 **LIMITATIONS**
A. General
B. New Orders

4520 **TRANSPORTATION METHODS**

4525 **FACTORS AFFECTING TDY HHG TRANSPORTATION**
A. Weight Allowance
B. Order Amended, Modified, Canceled or Revoked
C. Improper Shipments

4530 **EXCESS CHARGES**
A. Unauthorized Articles
B. Unauthorized Shipment

4535 **CALLED/ORDERED TO ACTIVE DUTY**
A. Called/Ordered to Active Duty
B. Relieved from Active Duty

4540 **PCS WITH TDY EN ROUTE**

4545 **TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

4550 **ITDY**
A. General
B. HHG Transportation to PDS
C. Dependent Transportation

Paragraph **Title/Contents**

4555 **TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
A. General
B. Ordered to a Ship
C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

4560 **TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
A. General
B. Ordered to a Ship Not Specified as Unusually Arduous
C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

4565 **HHG STORAGE ICW TDY/DEPLOYMENT**
A. Storage in Transit (SIT)
B. Special Storage
C. Non-temporary Storage (NTS)
D. Storage after TDY/Deployment Completion

4570 **HHG TRANSPORTATION AFTER STORAGE**

4575 **HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

Section E2: Employees Only

4580 **UB ICW LONG-TERM TDY ASSIGNMENTS**
A. Authorization/Approval
B. Weight Limit
C. Excess Accompanied Baggage

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

4600 **DEFINITIONS**
A. COCOM AOR
B. JTF
C. Exercises
D. Contingency Operation
E. Regular TDY

4605 **TDY OPTIONS**
A. General
B. Regular TDY
C. Essential Unit Messing (EUM)
D. Field Duty
E. Joint Task Force Operations TDY Options
F. Basic Allowance for Subsistence (BAS) (Members Only)

PART G: POC TRAVEL

4700 **AUTHORIZATION/APPROVAL**

4705 **GENERAL**

Paragraph	Title/Contents
4710	**TRAVELER ELECTS TO USE A POC**
	A. General
	B. POC Use Is to the Gov't's Advantage
	C. POC Use Is ***Not*** to the Gov't's Advantage
4715	**800 MILES ROUND TRIP POLICY**
	A. General
	B. Authorization
	C. Cost Comparison
	D. Limitation
4725	**PERSONNEL TRAVELING TOGETHER**
	A. General
	B. Traveler Responsible for Paying POC Operating Expenses
	C. Traveler Not Responsible for Paying POC Operating Expenses
	D. Extra Mileage to Transport Official Traveler(s)
	E. Passenger (Gov't or Non Gov't Official Traveler) Contributes to Operating Expenses
4730	**PER DIEM**
	A. POC Use Is to the Gov't's Advantage
	B. POC Use Is ***Not*** to the Gov't's Advantage
4735	**CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION**
	A. General
	B. Constructed Cost Comparison by Airplane
	C. Constructed Cost Comparison by Train
	D. Constructed Cost Comparison by Bus
	E. Constructed Cost Comparison by Rental Car
	F. POC Transportation
	G. Reimbursement
4740	**ACTUAL EXPENSE REIMBURSEMENT**
	A. Authorization/Approval
	B. Limitations
	C. Non Reimbursable Expenses
4745	**POC REPAIR**
	A. General
	B. Claims Submission
4750	**PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)**
	A. General
	B. Expense Reimbursement
4755	**PRIVATELY OWNED BOAT**
4760	**TRAVEL TIME**
	A. POC Use Is to the Gov't's Advantage
	B. POC Use Is ***Not*** to the Gov'ts Advantage
4765	**MIXED MODE TRANSPORTATION**
	A. General
	B. Reimbursement

Paragraph **Title/Contents**

4775 **GOV'T ADVANTAGE DETERMINATION**
A. General
B. Considerations
C. Example

4780 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. Round Trip Expenses Incurred for Drop Off and/or Pick Up at a Transportation Terminal
B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal
C. Transportation Terminal Parking Fees
D. TDY Departure from/Return to the PDS
E. Another Official Traveler Transported in the Same POC
F. Air Terminal Is Member's PDS (Members Only)

4785 **POC USE BETWEEN RESIDENCE AND TDY STATION**

4790 **POC USE IN AND AROUND PDS OR TDY STATION**

4795 **GOV'T AUTO AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T**
A. Gov't Furnished Automobile Does Not Make the Trip
B. Gov't Furnished Automobile Makes the Trip

4797 **REIMBURSABLE AND NON-REIMBURSABLE EXPENSES**

PART H: TDY STATION BECOMES PDS

Section H1: Members Only

4800 **TDY STATION BECOMES PDS**
A. Change Effective Immediately
B. On a Specified Future Date
C. Return Travel to PDS

Section H2: Employees Only

4805 **TDY STATION BECOMES PDS**
A. Notification of Change from TDY Station to PDS
B. Per Diem Allowance
C. PCS Allowance
D. Old PDS
E. GAO and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

PART I: ITDY TRAVEL (MEMBERS ONLY)

4900 **GENERAL**
A. Authority
B. Authorization/Approval
C. Allowances

4905 **TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION**
A. Authorized Travel and Transportation Allowances
B. Member Accompanies Dependent to Alternate Place

Paragraph **Title/Contents**

C. Limitations/Restrictions

4910 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS
A. Authorized Travel and Transportation
B. Travel to Alternate Place Dependents were Moved at Gov't Expense
C. Dependent Travel Reimbursement
D. Dependent(s) Remain at PDS
E. Constructed Cost
F. Reimbursement Limitations

4915 MEMBER RETURNS TO THE OLD PDS
A. Authorized Travel and Transportation
B. Transportation Limitation

4920 DEPENDENT TRAVEL
A. Dependent Travel and Transportation to the Alternate Place
B. PCS Order Received at the ITDY Station
C. Member Returns to the Old PDS

PART J: RESERVED

PART K: TRAINING COURSE ATTENDANCE (EMPLOYEES ONLY)

4955 ALLOWANCES
A. General
B. In the PDS Area
C. Conference/Training at the PDS as Training Expenses

4957 DEPENDENT AND HHG TRANSPORTATION
A. General
B. Allowances Authorized
C. Allowances Not Authorized
D. Activity or Command Responsibility

4959 NO RETURN TO OLD PDS
A. Dependent and HHG Transportation
B. MALT Reimbursement
C. Real Estate Transactions

4961 INTERN AND/OR TRAINEE
A. Determining Move Type
B. Applicability

4963 TRANSPORTATION AND PER DIEM/AEA
A. Travel ICW Beginning/Ending of Training
B. Employee Elects to Commute between the Training Location and PDS Residence
C. Employee Authorized to Remain Overnight at the Training Location

4965 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT
A. General
B. Per Diem
C. Training Cost Includes Lodging and Meals

Paragraph **Title/Contents**

D. AEA
E. Reimbursement Limitation

4967 **PER DIEM FOR TRAINING ASSIGNMENT**
A. General
B. Per Diem Rate Change
C. Arrival/Departure
D. Rates for Specific Training Courses

PART L: ITRA FOR LONG-TERM TDY ASSIGNMENTS (EMPLOYEES ONLY)

4970 **ITRA FOR LONG-TERM TDY ASSIGNMENTS (TAX YEARS 1993 AND AFTER)**
A. Purpose
B. Reimbursement
C. Reimbursement Limitations

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 6: QUICK REFERENCE TABLES

4290 QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS

The following tables are for reference purposes only. See Ch 4, Part B for applicable per diem rules. See Ch 4, Part F for meal allowances when JTF operations are involved.

A. Departure Day from PDS[5]

The traveler:	Per Diem is Authorized at:
Arrives at the TDY location (***not*** on a U.S. Installation) on the same day as departure from the PDS.	75% of the TDY locality M&IE rate[1], plus lodging cost NTE the maximum TDY locality lodging ceiling[2, 4].
Arrives at the TDY location (on a U.S. Installation) on the same day as departure from the PDS. The traveler occupies Gov't Qtrs.	75% of the TDY locality M&IE rate[1], plus the Gov't Qtrs cost[11].
Members Only: Member arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The member elects to not occupy available directed Gov't Qtrs. Employees Only: Employee arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The employee elects to not occupy available Gov't Qtrs.	Members Only: 75% of the TDY locality M&IE rate[1], plus the cost of lodging NTE the available Gov't Qtrs cost[11]. No lodging tax reimbursement. Employees Only: 75% of the TDY locality M&IE rate[1], plus the cost of lodging NTE the TDY locality lodging ceiling[8].
Travels overnight and no lodging is required.	75% of the next destination locality M&IE rate [1] (TDY/stopover point) for the departure day.
Stops for the night en route to the TDY location. Overnight lodging is required at a stopover location.	75% of the en route stopover locality M&IE rate, plus lodging cost NTE the stopover locality lodging ceiling[2, 4].
Arrives at the TDY location on the same day as departure from the PDS. A reduced per diem rate is authorized under par. 4095-A.	Members Only: 75 % of the TDY locality M&IE rate[1] plus lodging cost NTE the TDY locality lodging ceiling[2, 4]. Employees Only: 75 % of the TDY locality M&IE rate[1] plus lodging cost NTE the TDY locality lodging ceiling[2, 4]. A reduced per diem rate does not apply on the travel day to that location.

*B. Whole Travel Days – CONUS

The traveler:	**Per Diem is Authorized for:**
Travels overnight and arrives at a CONUS TDY location (***not*** on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost, NTE the TDY locality lodging ceiling[2,6].
Travels overnight and arrives at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus $5 IE if the AO specifies the PMR /for deductible meals[6]. See par. 4205 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality (***not*** on a U.S. Installation).	The TDY locality M&IE, plus the lodging cost, NTE the TDY locality lodging ceiling[2], unless the AO specifies the PMR plus $5 IE when 1 or 2 deductible meals are provided[2,6]. See par. 4205.
Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5 IE, or (4) $5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty. Employees Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5 IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.
Members Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs. Employees Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.	Members Only: M&IE, plus the lodging cost NTE the Gov't Qtrs cost[11]. Lodging tax is not reimbursable. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5. IE, or (4) $5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty. Employees Only: M&IE, plus the lodging cost NTE the TDY locality lodging ceiling[2,7]. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5. IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095.	*The rate in par. 4250-A or 4095[2,7].

*C. Whole Travel Days – OCONUS

The traveler:	**Per Diem is Authorized for:**
Travels overnight and arrives at an OCONUS TDY location (***not*** on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE[1] (unless the AO specifies the PMR for deductible meals), plus the lodging cost[4], NTE the TDY locality lodging ceiling.
Travels overnight and arrives at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided[1,6]. Employees Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided.[1,6] See par. 4200 for M&IE rate determination.
Is lodged for a whole day at an OCONUS TDY locality (*not* on a U.S. Installation).	Members Only: The OCONUS TDY locality M&IE[3], plus lodging[4], NTE the TDY locality lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR[6,9,10] plus locality IE[3] (par. 4205-A). Employees Only: The OCCONUS TDY locality M&IE[3], plus lodging[4], NTE the TDY locality lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE[3] if one or two deductible meal(s) are provided .[2,6]. See par. 4205.
Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs[11] cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] (3) PMR[6,9,10], or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals. See pars. . 4090-E and 4600 for field duty. Add the $3.50 IE[3]. Employees Only: M&IE, plus the Gov't Qtrs[11] cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] (3) PMR.[6,9,10] Add the $3.50 IE[3]. There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.
Members Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs. Employees Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.	Members Only: M&IE plus lodging cost NTE the Gov't Qtrs cost[4,11]. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR[8] (3) PMR[6,9,10], or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals Add the $3.50 IE[3]. Employees Only: M&IE plus lodging cost NTE the TDY locality lodging ceiling.[4,7] M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR[8] (3) PMR.[6,9,10] Add the locality or $3.50 IE.[3] There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095-A.	*Per diem at the rate authorized under par. 4250-A or 4095[4,7].

*D. Day of Return to PDS

The traveler:	**Per Diem is Authorized for:**
Arrives at the PDS on the same day as departure from the TDY location.	75% of the last TDY locality M&IE rate[1].
Travels overnight (no lodging required) and arrives at the PDS on the day after departing the TDY location.	The departure day from the TDY location, at the last TDY locality M&IE. For the arrival day at the PDS the M&IE rate is 75% of the last TDY locality M&IE rate[1].
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	*The departure day from the TDY location, M&IE, plus lodging [2,4] NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate[1].
Requires lodging en route to the PDS, on the day travel ended.	75% of the M&IE rate, plus the lodging cost NTE the locality rate at which lodging was obtained if authorized/approved by the AO. See par. 4140.
Arrives at the PDS on the same day as departure from the TDY location at which reduced per diem was authorized.	Members Only: 75% of the TDY locality M&IE rate[1]. Employees Only: 75% of the TDY locality M&IE rate[1]. The reduced rate does not apply on the return day to the PDS.

Footnotes

[1] Members Only: GMR/PMR, a reduced per diem rate IAW par. 4250-A or 4095 and the $3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day. ***NOTE: As an 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.***

Employees Only: A reduced per diem rate IAW par. 4250-A or 4095-A and the $3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day.

[2] Lodging tax is a separate reimbursable expense (App G) in CONUS and non foreign OCONUS areas.

[3] For OCONUS travel pay the locality IE rate except $3.50 IE rate is paid when the traveler is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation. The AO can determine that an IE of $3.50, in lieu of the TDY locality IE, is adequate for anticipated incidental expenses when the traveler is not lodged on a U.S. Installation, but must so state in the order.. The AO can also determine the $3.50 is not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate, but it must be stated in the order.

[4] Lodging tax ***is not*** a separate reimbursable expense in a foreign area.

[*5] Not Used.

[6] On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

[7] When a reduced per diem rate is authorized in the traveler's order IAW par. 4095-A, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

[8] Members Only: The GMR applies if the AO specifies the GMR based on available Gov't dining facility at the installation to which the member is TDY. See pars. 4200-B1b, 4200-B1b, and 4235.

Employees Only: The GMR applies if the schoolhouse or COCOM/JTF commander ***(not an AO)*** specifies the GMR based on available Gov't dining facility during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments.

[9] Members Only: The PMR applies if the AO specifies PMR based on 1-2 Gov't meals available in a Gov't dining facility at the installation to which the member is sent TDY. See pars. 4200-B1b, 4200-B1c, and 4235.

Employees Only: The PMR applies if the AO specifies PMR based 1-2 Gov't meals available during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments/

[10] The PMR applies if the AO specifies the PMR for deductible meals. See par. 4205.

[11] Reimbursement for Gov't Qtrs cost is NTE the locality lodging ceiling rate.

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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.

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 (Total Per Diem) x 150% = $211.50 = $212

(2) $212 - $51 (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. 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.

TDY Location Per Diem w/o AEA Maximum Per Diem - $150 Lodging - $99 M&IE - $51		**TDY Location Per Diem w/AEA** 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 x 75%] = $330 + $38.25 =		$368.25
11 & 12 Aug	$330 + $51 = $381/day x 2 days =		$762.00
13 Aug	$51 x 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).			
TDY Location 'A' Per Diem w/o AEA Maximum Per Diem - $221 Lodging - $150, M&IE - $71		**TDY Location 'A' Per Diem Rate w/AEA** AEA authorized NTE $332.00 ($221 x 150% = $331.50 = $332) 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.

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.

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146 Lodging - $99, M&IE - $47	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.

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.

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146 Lodging - $99, M&IE - $47	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. 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 F: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) AOR

4600 DEFINITIONS

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

B. JTF. Assigned/attached elements of the Army, Navy, Marine Corps, and Air Force, or two or more of these Services, which is constituted and designated by the SECDEF or by the COCOM Commander or an existing JTF (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). ***For this Part, the JTF definition also includes the Coast Guard.***

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

*D. Contingency Operation. See definition in App A1.

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

1. Commercial Lodging and Commercial Meals;

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

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

4. Gov't Qtrs and Commercial Meals; and

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

4605 TDY OPTIONS

A. General

1. The COCOM Commander/JTF Commander:

   a. Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;

   b. Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

   c. May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

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

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

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

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

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

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

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

1. General. For regular TDY, a traveler:

a. Travels to one or more locations away from the PDS for 180 days or less at any one location. See par. 2230 for guidance on exceptions and waiver authority to the 180 day limit.

b. Is reimbursed for lodging and M&IE IAW Ch 4, Part B or par. 4605-B2*;* and

c. ***Receiving the GMR while TDY to a COCOM/JTF AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a traveler goes from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). GMR and the $3.50 IE rate do not apply on days the traveler is traveling into/out of an AOR.***

2. COCOM/JTF Temporary Dining Facilities

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

(1) CONUS: $5 CONUS, or

(2) OCONUS:

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

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

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

(1) Pays the meal rate IAW the DoD FMR, and

(2) Is reimbursed IAW Ch 4, Part B.

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

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

C. Essential Unit Messing (EUM)

1. Members Only. EUM may be used for operational deployments when the following circumstances apply:

a. EUM may be required in a command/organizational unit when it:

(1) Enhances operational readiness,

(2) Enhances the conduct of military operations, or

(3) Is necessary for the effective conduct of training.

b. Designation of EUM is not applied to individual service members, but is applied to:

(1) Organizational units,

(2) Operational elements, or

(3) Detachments.

c. The member is provided Gov't Qtrs, and to maintain unit readiness, is required to use a Gov't dining facility.

d. The member is paid only the incidental portion of the daily M&IE rate.

2. Employees Only. The employee is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

D. Field Duty

1. General. During field duty (see App A1), the traveler is:

a. Subsisted in a Gov't dining facility or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar operations.

b. Furnished Gov't Qtrs or lodged in accommodations ordinarily associated with field exercises.

c. A COCOM/JTF official may place the traveler in a field duty status if subsistence is furnished by contract.

2. Per Diem

a. Members Only. During field duty the member is not paid per diem since lodging and meals are furnished at no additional cost to the member (i.e., at no cost that exceeds what the member would normally incur at the PDS).

b. Employees Only. During field duty the employee is not paid per diem when both:

a. Gov't dining facility, (including field rations, even though the employee is assessed a charge for meal(s)), and

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

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

E. COCOM/Joint Task Force Operations TDY Options

SUBSIST ASHORE			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
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 1
	Gov't Qtrs and Gov't Meals – Temporary Gov't installation or Temporary Dining Facility Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR 2
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR (Employees Only)
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR (Employees Only)
Subsist Aboard Gov't Vessel 3			
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals 4 (Employees Only)

FOOTNOTES:

1 Full GMR = Food costs plus operating expenses.

2 Discount GMR = Food costs only.

3 Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)

4. See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.

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

1. See **DoD FMR, Volume 7A, Ch 25**.

2. For USCG, see **COMDTINST M7220.29 (series), Ch 3**.

CHAPTER 5

PERMANENT DUTY TRAVEL

Paragraph **Title/Contents**

PART A: MEMBERS ONLY

Section A1: General

5000 **SCOPE**
A. General
B. PCS Travel Covered

5002 **ELIGIBILITY**
A. General
B. Unique Categories
C. Persons Not Covered

5004 **ELIGIBILITY AND ALLOWANCES TABLE**

5006 **PCS ORDER**
A. General
B. Limitations

5008 **FUNDS ADVANCE**
A. General
B. Implementation
C. TLA
D. OHA
E. Limitations
F. Travel Advance

Section A2: Member Travel And Transportation

Subsection A2a: General

5010 **TRAVEL AND TRANSPORTATION OPTIONS**
A. General
B. Exceptions

5012 **TRAVEL TIME**
A. General
B. Elapsed Time Is Less than Authorized
C. Additional Travel Time

5014 **REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM**
A. Mandatory DoD Policy
B. Reimbursement
C. Per Diem
D. Transportation in Kind Plus Per Diem

5016 **MIXED MODE TRAVEL**
A. General
B. Mixed Modes Travel Time

Paragraph **Title/Contents**

5018 **PCS TO, FROM, OR BETWEEN OCONUS POINTS**
A. General
B. When only Land Travel Is Involved
C. Transoceanic Travel
D. Indirect/Circuitous Travel Reimbursement

5020 **ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 4, PART B) IS DIRECTED**
A. Mandatory Policy
B. Transoceanic Travel
C. Members Traveling Together under an Order Directing No/Limited Reimbursement
D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
E. Travel Reimbursement

5022 **NEW PDS IS A SHIP**
A. General
B. Examples

5024 **PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM**
A. Standard CONUS Per Diem Rate
B. Examples

Subsection A2b: Per Diem

5026 **GENERAL**
A. Flat Per Diem
B. Gov't Qtrs and/or Gov't Dining Facilities

5028 **PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**
A. General
B. Overnight Stop/TDY Site
C. New PDS Rate
D. New PDS is a Ship

5030 **PARTIAL TRAVEL DAYS**

5032 **SAME DAY TRAVEL**

5034 **PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)**

5036 **TRAVEL BY COMMERCIAL SHIP**

5038 **PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)**
A. Example 1
B. Example 2
C. Example 3

Subsection A2c: Special or Unusual Circumstances

5040 **TRAVEL WHEN AN ORDER TO ACTIVE DUTY IS RECEIVED AT A PLACE OTHER THAN THAT TO WHICH ADDRESSED**

Paragraph	Title/Contents
5042	**PCS ORDER RECEIVED AT TDY STATION** A. Member Issued a PCS Order while on TDY B. Member Issued a PCS Order with TDY en Route C. TDY Station Becomes PDS
5044	**PCS ORDER RECEIVED WHILE ON LEAVE** A. PCS Order Received while on Leave from TDY Station B. PDS Changed or Assigned while on Leave from the PDS
5046	**PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS** A. Per Diem Not Payable B. Qtrs at the Old or New PDS C. Transportation Expenses D. Meals Reimbursement E. Travel Outside the TDY Location F. TDY En Route within the Old and/or NEW PDS Limits
5048	**PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE** A. PCS Order Canceled Returning Member to the Old PDS B. PCS Order Amended/Modified to Name a New PDS or En Route TDY Station
5050	**PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION** A. General B. Home Port Changed C. PCS from a Unit when the Unit Is Away from Home Port/PDS D. PCS to a Unit when the Unit Is Away from Home Port/PDS E. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date F. PCS to a Ship with a Home Port Assignment Effective upon Commissioning G. PCS from a Unit Undergoing a Home Port Change H. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS I. Travel to/from a Place other than the New/Old Home Port
5052	**TRAVEL TO/FROM A DESIGNATED PLACE** A. PCS Allowances B. Limitation C. Travel and Transportation Allowances Authorized/Approved by the Service Concerned D. Travel Allowances When Dependents are No Longer at the Designated Place
5054	**MEMBER ESCORTS DEPENDENT TO/FROM A DESIGNATED PLACE ICW A UNIT PCS MOVE TO/FROM AN OCONUS UNACCOMPANIED TOUR** A. CONUS PDS to OCONUS PDS B. OCONUS PDS to CONUS PDS
5056	**MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATED** A. General B. Limitations C. Travel Allowances Authorized/Approved by the Service Concerned
5058	**MEMBER UNABLE TO TRAVEL WITH ORGANIZATION**
5060	**PCS TO HOSPITAL**

Paragraph **Title/Contents**

5062 **MEMBER DIES WHILE EN ROUTE TO THE NEW PDS**

5064 **DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE**

5066 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
A. General
B. Separation from the Service or Relief from Active Duty to Continue in the Service
C. Discharge from the Service under other than Honorable Conditions
D. Time Limitation
E. Member Ordered to a Place to Await Disability Proceedings Results
F. Member Ordered to a College
G. Uniformed Service Active Duty Member Transitioning to Selected Reserve

5068 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Time Limitations
B. Recalled to Active Duty before Selecting a Home
C. Recalled to Active Duty after Selecting a Home
D. Member on TDRL Who Is Discharged or Retired
E. Member Ordered to a Place to Await Disability Retirement

Section A3: Dependent Travel and Transportation

Subsection A3a: General

5070 **SCOPE**
A. General
B. HHG Transportation
C. Mobile Home Transportation
D. Special Circumstances Travel and Transportation
E. Transportation Mode and Routing
F. Travel Authority
G. Commercial Transportation Costs
H. Early Return of Dependent(s) (ERD)
I. Reimbursable Expenses
J. Receipt Requirements

5072 **ELIGIBILITY**
A. General
B. Dependent Age and Travel Eligibility

5074 **AUTHORIZATION**
A. General
B. Travel and Transportation Allowances
C. Deferred Dependent Travel

5076 **WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE**
A. General
B. Dependent-Related Circumstances
C. Dependent Travel-Related Circumstances
D. Remaining Service Requirement

Paragraph **Title/Contents**

5078 **TIME LIMITATION**

5080 **FUNDS ADVANCE**
A. General
B. Separated from the Service/Relieved from Active Duty
C. Retirees
D. Other Members

5082 **TRANSOCEANIC TRAVEL**
A. Transportation Mode
B. Air Travel Medically Inadvisable
C. Travel by Oceangoing Car Ferry

5084 **DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED**
A. General
B. Order to be Issued
C. Travel Voucher
D. Exceptions

5086 **DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**
A. General
B. Member Consent
C. Financial Obligation

5088 **FACTORS AFFECTING DEPENDENT TRAVEL**
A. Member Attains Eligibility for Dependent Travel
B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense
C. Dependent Acquired on or before the PCS Order Effective Date
D. Order Amended, Modified, Canceled or Revoked after Travel Begins
E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received
F. PCS while on Leave or TDY
G. Dependent En Route to the New PDS at the Time of the Member's Death
H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date
I. Legal Custody of Children Changes after the PCS Order Effective Date

5090 **TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**
A. General
B. Authorization
C. HHG Transportation
D. Transoceanic Travel

5092 **DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**
A. General
B. MALT Rate
C. Per Diem

Subsection A3b: Per Diem

5094 **PER DIEM FOR DEPENDENT TRAVEL**
A. General
B. Dependent(s) and Member Travel Together

Paragraph **Title/Contents**

C. Dependent(s) Travel Separately
D. TDY Involved
E. Travel by Commercial Ship
F. Examples

Subsection A3c: Early Return of Dependent(s) (ERD)

5096 GENERAL
A. Scope
B. Authorization
C. Official Notice of PCS
D. Evacuation Travel
E. HHG Transportation ICW ERD
F. POV Transportation ICW ERD

5098 OFFICIAL SITUATIONS
A. Incidents
B. Dependent Travel Authorized to a Designated Place

5100 NATIONAL INTEREST
A. Dependent Travel Authorized to a Designated Place
B. Subsequent Authority

5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS
A. General
B. Circumstances
C. Return of a Dependent to OCONUS Areas
D. Subsequent Authority

5104 DIVORCE OR ANNULMENT
A. General
B. Conditions
C. Authorization
D. Points between which Transportation May Be Authorized
E. Allowances
F. Time Limits
G. Return of an OCONUS Dependent
H. Subsequent Authority Not Affected

Subsection A3d: Dependent Travel and Transportation Under Special Circumstances

5108 GENERAL
A. Scope
B. Travel Order

5110 CALLED/ORDERED TO ACTIVE DUTY
A. TDY Station First Assignment
B. Commissioned from Service Academies

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE
A. General
B. Tour Length Restrictions

Paragraph	Title/Contents
5114	**ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED** A. General B. Dependent Authorized Concurrent Travel with Member C. Concurrent Dependent Travel Denied D. Member Elects to Serve an Unaccompanied Tour E. Reimbursement for Transoceanic Travel
5116	**ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES** A. PCS on a Dependent-restricted Tour B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More D. Subsequent Authority E. Home Port Change F. Home Port Change Announcement
5118	**REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED** A. General B. Subsequent PCS C. Tour Length Restrictions
5120	**CONSECUTIVE OVERSEAS TOUR (COT)** A. General B. Unaccompanied to Unaccompanied Tour C. Unaccompanied to Accompanied Tour D. Accompanied to Unaccompanied Tour E. Accompanied-to-Accompanied Tour
5122	**CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT** A. General B. IPCOT
5124	**TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY** A. Travel and Transportation Authorized B. Travel and Transportation Not Authorized
5126	**CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY** A. General B. Allowances C. Unusually Arduous Home Port Change Allowances
5128	**ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF**
5130	**MEMBER ORDERED TO A HOSPITAL IN CONUS** A. General B. From Duty Stations or Hospitals in CONUS C. From OCONUS Duty Stations or Hospitals D. Transportation Not Restricted to the Hospital

Paragraph **Title/Contents**

E. Completion of Hospitalization

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW
A. General
B. Member Restored to Duty
C. Final Separation Travel

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION
A. General
B. Ship's Home Port Not Changed
C. Ship's Home Port Changed
D. Dependent Travel while the Ship Is Being Constructed
E. Transportation Allowances

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER
A. General
B. Designation of a CONUS Area as a Non-concurrent Travel Application Area
C. Delayed Dependent Travel between CONUS PDSs
D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS
E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area
F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY
A. General
B. Duty Station Erroneously Designated as HOR
C. Separation from the Service or Relief from Active Duty to Continue in the Service
D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks
F. Member Serves Less Than the Initial Prescribed Period of Service
G. Time Limit
H. Member Ordered to a Place to Await Results of Disability Proceedings
I. Member Ordered to a College

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY
A. General
B. Time Limits
C. Recalled to Active Duty before Choosing a HOS
D. Recalled to Active Duty after Choosing a HOS
E. Member on TDRL Discharged or Retired
F. Member Dies after Retirement or Release
G. Member Ordered to a Place to Await Disability Retirement

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY
A. General
B. Restriction/Change in Designation Imposed after an Order Is Received
C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

Paragraph **Title/Contents**

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location
E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location
F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port
G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station
H. Subsequent Authority

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE
A. General
B. Mbr Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION
A. General
B. Limitations

5148 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)
A. Travel and Transportation Allowances
B. Authority
C. Travel Request
D. Travel Destination
E. Travel and Transportation Reimbursement Payment
F. Travel Time Limit

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT
A. General
B. Unaccompanied to Accompanied Tour
C. Accompanied to Unaccompanied Tour
D. Accompanied to Accompanied Tour

5152 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH
A. General
B. Definitions
C. Limitations
D. When Authorized
E. Administrative Instructions
F. Dependent Escort Travel

5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY
A. General
B. Definitions
C. Restriction
D. Authority
E. Reimbursement

Section A4: POC Use on Permanent Duty Travel

5154 POC USE
A. Use of One or Two POCs
B. Use of More than Two POCs

Paragraph **Title/Contents**

5156 **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**
A. General
B. Authorized Traveler(s)
C. Reimbursable Expenses

5158 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. General
B. Traveler Driven to the Transportation Terminal

5160 **PARKING, TOLLS AND OTHER COSTS**

5162 **TRANSOCEANIC TRAVEL BY POC**
A. General
B. Transoceanic Travel by Privately Owned Boat
C. Travel Partly by POC and Partly by Common Carrier

5164 **MALT PLUS FOR POC TRAVEL**
A. General
B. Per Diem/AEA
C. Lodging Plus

5166 **POC TRAVEL PROHIBITED**
A. General
B. Authorization
C. Transportation Mode Directed

Section A5: HHG

Subsection A5a: General

5168 **GENERAL**

5170 **ELIGIBILITY**

5172 **AUTHORIZED TRANSPORTATION**
A. General
B. Transportation Cost
C. Former PDS
D. Subsequent HHG Transportation
E. Example
F. SIT
G. Mobile Home Allowances
H. Unaccompanied Baggage (UB)
I. Transportation Prohibition
J. Delivery Out of Storage

5174 **RE-TRANSPORTATION OF THE SAME HHG**

5176 **TRANSPORTATION EXPENSES**
A. Gov’t-paid Expenses
B. Member-paid Expenses

5178 **LOSS OR DAMAGE CLAIMS**

Paragraph **Title/Contents**

5180 **MEMBER MARRIED TO EMPLOYEE**

5182 **EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG**

5184 **RECRUIT'S CIVILIAN CLOTHING**

5186 **STORAGE**

5188 **AUTHORIZED TRANSPORTATION LOCATIONS**

5190 **TRANSPORTATION OF REPLACEMENT HHG ITEMS**

5192 **REQUIRED MEDICAL EQUIPMENT**

5194 **HHG TRANSPORTATION NOT ALLOWED**

5196 **FUNDS ADVANCE**

5198 **AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
A. General
B. Summary of PCS HHG Authorized Locations and Weight Allowance

Subsection A5b: HHG Weight

5200 **PRESCRIBED WEIGHT ALLOWANCES**
A. Higher Weight Allowance Authorization
B. Authorized PCS Weight Allowances

5202 **ADMINISTRATIVE WEIGHT LIMITATION**
A. General
B. Gov't Owned Furnishings Provided
C. Member Married to Employee/Member
D. Unaccompanied Tour Administrative Weight Limitation Policy/Request
E. Exceptions
F. Additional HHG at Member's Expense

5204 **NET WEIGHT DETERMINATION**
A. General
B. Gov't Arranged Move
C. DPM Transportation
D. UB
E. When Shipment Weight Is Unobtainable
F. Exceptions

5206 **EXCESS CHARGES**
A. Gov't Responsibility
B. Member Responsibility
C. Prescribed Weight Allowance
D. Erroneous Advice
E. Member Payment
F. Excess Weight Status
G. NTS
H. HHG Transportation in Excess of Authorized Weight Allowance

Paragraph **Title/Contents**

I. HHG Transportation other than between Authorized Locations
J. Transportation of Unauthorized Articles
K. HHG Transportation with Special Routing or Services Provided
L. Weight Additive Articles

Subsection A5c: Transportation

5208 FACTORS AFFECTING HHG TRANSPORTATION
A. Combining Weight Allowances when Member Married to Member
B. Improper Transportation
C. Items of Extraordinary Value
D. HHG and Mobile Home Allowances
E. HHG Transportation before an Order Is Issued
F. Time Limitation
G. Alcoholic Beverage Transportation
H. Firearm Transportation
I. Impact of Order Effective Date
J. Order Amended, Modified, Canceled, or Revoked

5210 TRANSPORTATION METHODS
A. HHG
B. UB and/or PBP&E
C. Gov't procured Transportation
D. Personally-procured Transportation and NTS
E. Split Shipment

Subsection A5d: Non-Temporary Storage (NTS)

5212 GENERAL
A. General
B. Authority
C. Allowable Costs
D. Weight Limit
E. Excess Weight
F. Excess Weight Charges
G. Personally Procured NTS

5214 PLACE OF NTS
A. General
B. Return of HHG from OCONUS
C. NTS Authorized while HHG Are in Transit

5216 NTS AS AN ALTERNATIVE TO TRANSPORTATION
A. General
B. Limitation
C. Circumstances
D. Authorized Location

5218 NTS OF HHG CURRENTLY IN SIT

5220 WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE
A. General
B. Limitation

Paragraph **Title/Contents**

C. Withdrawal Cost
D. Separation from Service and Retirement

5222 **NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR HOUSING**
A. Occupancy of Gov't/Gov't Controlled Qtrs or Privatized Housing
B. Moving to and from Gov't Qtrs
C. Moving to and from Privatized Housing
D. Moving from Gov't Controlled Qtrs
E. Incident to Vacating Local Private Sector Housing

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

5226 **SUCCESSIVE NTS AUTHORIZATION PERIODS**

5228 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

5230 **NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Separation from Service or Relief from Active Duty
B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

5232 **TIME LIMITS**
A. General
B. Authority Duration
C. SIT
D. NTS Status Table

5234 **NTS CONVERTED TO SIT**

Subsection A5e: Storage In Transit (SIT)

5236 **GENERAL**
A. Scope
B. Limitations
C. Member Financial Responsibility

5238 **SIT TIME PERIOD RESTRICTIONS**
A. General
B. Starting Date

5240 **FIRST 90 DAYS OF SIT**
A. General
B. Member's Financial Responsibility
C. Order Changed

5242 **SECOND 90 DAYS OF SIT**
A. General
B. Authorization/Approval Request

Paragraph **Title/Contents**

C. Authorized Circumstances

5244 **ADDITIONAL SIT**
A. Mbr on TDY/Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT
B. Circumstances beyond the Member's Control

5246 **HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT**
A. Authorization/Approval
B. Additional HHG Partial Lot Withdrawals

5248 **SHORT DISTANCE MOVES**
A. Intra-city Move
B. Inter-city Move
C. Non-PCS Short Distance Move

5250 **SIT FOR HHG TRANSPORTED FROM NTS**
A. Authorized Transportation
B. Time Limitation

5252 **SIT CONVERTED TO NTS**
A. General
B. Authorization/Approval
C. Subsequent Transportation

5254 **NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**
A. General
B. Subsequent Storage

5256 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**
A. Order Amended or Modified
B. Order Canceled or Revoked

Subsection A5f: Local Moves

5258 **GENERAL**

5260 **SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**
A. General
B. Reassignment between Activities at the Same PDS - NOT A PCS
C. PCS between PDSs Located in Proximity
D. PCS between PDSs Not in Proximity to Each Other
E. Separation from the Service or Retirement

5262 **SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**
A. Application
B. Weight Limit
C. NTS
D. Short Distance Moves
E. Moving to/from Gov't Qtrs
F. Moving from Gov't-controlled Qtrs
G. Moving to/from Privatized Housing

Paragraph **Title/Contents**

5264 **SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**
A. Member Directed by Competent Authority to Vacate Local Economy Qtrs
B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension
C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

Subsection A5g: Professional Books, Papers, and Equipment (PBP&E)

5266 **DEFINITION**

5268 **AUTHORIZATION**
A. General
B. Weight Limit
C. Additional Weight Allowance

5270 **TRANSPORTATION**
A. General
B. Item No Longer Qualifies as PBP&E

5272 **DOCUMENTATION**
A. General
B. HHG Weight Allowance

Subsection A5h: Consumable Goods

5274 **CONSUMABLE GOODS**
A. General
B. Additional Information on Consumable Goods

Subsection A5i: Early Return of Dependent(s) (ERD)

5276 **HHG TRANSPORTATION ICW ERD**
A. From a Foreign/Non-foreign OCONUS Area due to Official Situations
B. National Interest
C. From OCONUS due to Personal Situations

Subsection A5j: HHG Transportation Under Special Circumstances

5278 **GENERAL**
A. Authority
B. Dependent Transportation
C. Travel Order
D. Evacuation
E. Administration

5280 **ENTRANCE INTO THE SERVICE**
A. Initial Reporting
B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty

5282 **CALLED/ORDERED TO ACTIVE DUTY**
A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station
B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station

Paragraph **Title/Contents**

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station
D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station
E. Recalled to Active Duty
F. Commissioned or Appointed from the Ranks to Officer Status
G. Commissioned from Service Academies

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT
A. PCS with TDY En Route or while on TDY
B. PCS Following TDY Pending Further Assignment

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION
A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)
B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion
C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED
A. Authorization
B. Transportation from the Designated Place and/or NTS

5290 ORDERED TO A CONUS HOSPITAL
A. General
B. From CONUS Duty Stations or Hospitals
C. From OCONUS Duty Stations or Hospitals
D. Transportation to Another Location
E. Hospitalization Completion

5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION
A. Ordered from CONUS PDS
B. Ordered from an OCONUS PDS
C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized

5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE
A. Authorization
B. Additional Storage Time

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY
A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted
B. Ordered from Shore Duty to Sea Duty
C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances
E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
G. Ordered from Sea Duty to Sea Duty
H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a

Paragraph **Title/Contents**

member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.
I. Unit Home Port Officially Changed
J. Unit Home Port Change Officially Announced
K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS
A. General
B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge
C. Following Confinement without Discharge
D. When the Member is Restored to Duty Following Appellate Leave

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR
A. General
B. Change Imposed before HHG Are Turned over to a TO
C. Change Imposed after HHG Are Turned over to a TO
D. Change Imposed after HHG Arrive at the Member's PDS
E. Subsequent Authority

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE
A. General
B. Mbr Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement

5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY

5306 MEMBER REDUCED IN GRADE
A. Authorization
B. NTS
C. Former Grade
D. Origin and Destination

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION
A. Authorization
B. Authority Limit

5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)
A. Transportation Allowance
B. Transportation Authority
C. Transportation Requests
D. HHG Destination
E. Transportation Reimbursement
F. Transportation Time Limit
G. NTS Exclusions

5312 HHG TRANSPORTATION INCIDENT TO IPCOT
A. General
B. Tours of Duty

Paragraph **Title/Contents**

5314 **CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT**

5316 **HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
- A. General
- B. Limitations
- C. When Authorized
- D. Storage
- E. Missing Status Termination
- F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member
- G. Administrative Instructions

5318 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. HOS Authorized
- B. Transportation to HOS Not Authorized
- C. Storage
- D. Member Undergoing Hospitalization/Medical Treatment
- E. Member Undergoing Education/Training
- F. Other Deserving Cases
- G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home
- H. Recalled to Active Duty before Selecting a Home
- I. Recalled to Active Duty after Selecting a Home
- J. Member on the TDRL Who Is Discharged or Retired
- K. Member Dies after Retirement/Release
- L. Member Ordered Home to Await Disability Retirement

5320 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty
- G. Time Limit
- H. Member Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions
- J. Enlisted Member Ordered to a College
- K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

5321 **HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY**

Paragraph **Title/Contents**

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

5322 GENERAL
A. POV Transported by the Gov't
B. POV Transported by Member

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

5326 RESTRICTIONS
A. Unauthorized POV Transportation
B. Commercial Travel at Gov't Expense
C. Gov't Procured Transportation
D. Mileage/MALT
E. POV Storage
F. POV Left in CONUS While Member is Stationed at an OCONUS PDS

5328 COST REIMBURSEMENT EXAMPLES
A. Example 1
B. Example 2

Subsection A6b: OCONUS POV Transportation

5330 GENERAL
A. Scope
B. POV Transportation Allowances
C. Authorization
D. POV Shipment Information
E. PBP&E Shipment not Allowed

5332 ELIGIBILITY

5334 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

5336 POV SIZE LIMIT
A. Vehicle Weight Limit
B. Excess Vehicle Weight
C. Excess Cost Collection
D. Car Ferry Transportation
E. Combining POV Weight Limitations when Member Married to Member

5338 CARE AND STORAGE
A. Gov't Responsibility
B. POV not Claimed

5340 SHIPMENT METHODS
A. Gov't/Commercial Transportation
B. Personally Procured Transportation

5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

5344 TRANSPORTATION AUTHORIZED
A. From Old to New PDS

Paragraph **Title/Contents**

B. To First PDS
C. Upon Separation/Retirement
D. Related Shipment/Transportation

5346 TRANSPORTATION NOT AUTHORIZED
A. POV Transportation when Transportation to the New PDS Is Not Permitted
B. Subsequent Transportation

5348 RESTRICTED POV TRANSPORTATION

5350 PORTS/VPCS USED
A. General
B. Designation of Ports
C. Alternate Ports/VPCs
D. Transshipment from a Designated Port/VPC

5352 POV TRANSPORTATION TO/FROM PORTS
A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
B. POV Transportation between OCONUS Port/VPC and OCONUS PDS

5354 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP
A. General
B. POV Delivery/Pick-up Separate from PCS Travel
C. Concurrent POV Delivery Done with Member's PCS Travel and No TDY En Route Involved
D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved
E. POV Delivery or Pick-up from a Designated POV Port/VPC Done as part of TDY En Route

5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA
A. Restriction
B. Exception

5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE
A. General
B. Designated Delivery Date
C. Mandatory Expense Reimbursement
D. Reimbursement Limitations
E. Examples

5360 REPLACEMENT POV SHIPMENT
A. General
B. Conditions
C. Limitations

5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES
A. Official and Personal Situations
B. Mbr Reassigned from OCONUS PDS to which Dep Travel Is Authorized to an OCONUS PDS to which Dep Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port
C. Incident to Alert Notice
D. PDS Evacuation
E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death
F. POV Transportation for Dependent(s) Relocating for Personal Safety

Paragraph **Title/Contents**

5364 **EXCESS COST COLLECTION**

5366 **POV TRANSPORTATION TIME LIMITATION**
A. Incident to Separation from Service or Relief from Active Duty
B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
C. Incident to PCS

5368 **TRANSPORTATION INCIDENT TO DIVORCE**
A. POV Legally Awarded to Former Spouse
B. Conditions
C. End of Transportation Authority

5370 **FACTORS AFFECTING POV TRANSPORTATION**
A. POV Transportation May Be Deferred
B. Error
C. Order Amended, Modified, Canceled or Revoked
D. Transportation before an Order Is Issued

Subsection A6c: POV Storage

5372 **CARE AND STORAGE**
A. Gov't Responsibility
B. Member Responsibility
C. Limitations
D. Additional POVs

5374 **DEFINITION**

5376 **GENERAL**
A. General
B. Scope

5378 **ELIGIBILITY**
A. General
B. Storage
C. PCS Order Effective Date

5380 **STORAGE IN LIEU OF SHIPMENT**
A. General
B. Limitations

5382 **TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**
A. General
B. Gov't procured Transportation Available to and/or from Storage Facility
C. Gov't procured Transportation Not Available to and/or from Storage Facility
D. Delivery/Pick-up
E. Delivery Made Concurrently with Member's PCS Travel and No TDY En Route Is Involved
F. Pick-up Made Concurrently with Member's PCS Travel and No TDY En Route Is Involved
G. Delivery/Pick-up from a Designated Storage Facility Made Concurrently with TDY En Route

5384 **STORAGE FACILITIES USED**
A. Designated Storage Facilities
B. Personally procured POV Storage

Paragraph **Title/Contents**

5386 **FACTORS AFFECTING POV STORAGE**
A. Order Amended, Modified, Canceled, or Revoked
B. Storage before an Order is Issued
C. Time Limitation

5388 **RESTRICTIONS**
A. Vehicle Size
B. Combining POV Size Limitation when Member Married to Member
C. Other Excess Storage Costs

5390 **CONTINUED POV STORAGE**
A. Continued POV Storage for Active Duty Members
B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

5392 **FUNDS ADVANCE**

Subsection A6d: POV Transportation ICW Early Return of Dependent(s) (ERD)

5394 **POV TRANSPORTATION ICW ERD**
A. OCONUS Dependent Transportation Authorized
B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued
C. Ex-Family Member Travel Incident to Divorce/Annulment
D. Dependent Return to OCONUS Areas Authorized
E. Authority on the Next PCS

Section A7: Mobile Home Transportation

5396 **SCOPE**
A. General
B. Mobile Home Definition
C. Additional Allowances
D. Limitations
E. Constructed Gov't Cost

5398 **ELIGIBILITY**
A. General
B. Acquisition
C. Mobile Home Used as Residence
D. Mobile Home Condition
E. Authorized Movement

5400 **FUNDS ADVANCE**

5402 **GEOGRAPHIC LIMITATIONS**
A. Origin/Destination Points
B. Appropriate Port
C. Border Crossing Point
D. Cost Limitation

5404 **TRANSPORTATION**
A. Definition

Paragraph **Title/Contents**

B. Member Married to Member
C. Member Married to Employee
D. Single Member/Concurrent Travel Performed
E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska
F. Return from a PDS neither in CONUS nor Alaska
G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
H. Delayed/Deferred Mobile Home Transportation

5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION
A. Authorized Transportation
B. Reimbursement
C. Transportation Arrangements
D. Paying the Carrier
E. Transportation Costs

5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER
A. Reimbursement
B. Origin/Destination within CONUS/Alaska
C. Origin/Destination Is an Island within CONUS or within Alaska
D. Origin/Destination Not in CONUS/Alaska
E. Preparation
F. RESERVED
G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)
H. Self-propelled Mobile Home Driven Overland
I. Self-propelled Mobile Home Driven over Water (i.e., house boat)
J. Mobile Home Moved by Overland Towing

5410 GOV'T PROCURED TRANSPORTATION
A. Arrangements
B. Gov't's Cost Obligation
C. Written Agreement of Financial Responsibility
D. Allowance Limitations
E. Routing
F. Costs Allowed
G. Costs Not Allowed

5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS

5414 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH
A. General
B. Transportation
C. Additional Moves--Member Reported as Missing for more than 1 Year
D. Death of a Member
E. Time Limit Extension

5416 EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER
A. General
B. Gov't Financial Responsibility

Paragraph **Title/Contents**

C. Transportation Arrangements
D. Authorized Circumstances

5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES
A. General
B. Reimbursable Expenses
C. Non-reimbursable Expenses
D. Cost Constraints
E. Ownership

5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES
A. When Dependents Travel before the Member's PCS due to Official/Personal Situations
B. Mobile Home Transportation Incident to Alert Notice
C. Mobile Home Transportation Incident to Tour Extension
D. Breakdown/Damage/Destruction of a Mobile Home En Route
E. Improper Shipments
F. Order Amended, Modified, Canceled, or Revoked
G. Mobile Home Transportation from a Prior PDS
H. Transportation before an Order Is Issued
I. HHG Removed from a Mobile Home to Meet Safety Requirements

5422 STORAGE IN TRANSIT (SIT)
A. General
B. SIT Time Limits
C. Order Amended, Modified, Canceled or Revoked
D. Another PCS Order Is Issued after the Member Arrives at the New PDS

5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD
A. General
B. Member Assigned to Full PCS Weight Allowance Area
C. Member Assigned to Administrative Weight Restricted Area

Section A8: Pet Quarantine

5426 GENERAL

5428 PET QUARANTINE REIMBURSEMENT

5430 GENERAL PET INFORMATION
A. Gov’t funded Pet Transportation Not Authorized
B. Pet Quarantine Information
C. U.S. Fish and Wildlife (FWS) Service Requirements
D. Contact Information
E. Related Restrictions

5432 TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

Section A9: Temporary Lodging

5434 CONUS TEMPORARY LODGING EXPENSE (TLE)
A. Purpose

Paragraph **Title/Contents**

B. TLE Authorized
C. TLE Not Authorized
D. Time Limitations
E. Temporary TLE Increase
F. Temporary Qtrs
G. Reimbursement
H. TLE Computation Examples
I. Funds Advance

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

Section A10: Dislocation Allowance (DLA)

5438 PURPOSE

5440 DEFINITION OF TERMS
A. Member with Dependent(s)
B. Member without Dependent(s)

5442 DLA AUTHORIZED
A. Member with Dependent(s)
B. Member without Dependent(s)
C. Household Relocation Incident to Alert Notification
D. DLA when a Member Married to Member Couple Is Transferred to a New PDS
E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence
F. Mbr's Old and New PDSs in Proximity or Mbr Is Reassigned between Activities at the Same PDS
G. PCS between PDSs Not in Proximity to Each Other
H. Dependent Movement to/from a Designated Place
I. Transfer to CONUS Hospital
J. Inter-service Transfer
K. Order Amended, Modified, Canceled, or Revoked
L. Member without Dependents Assigned to Two Crew Nuclear Submarine
M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status
N. In Place Consecutive Overseas Tour (IPCOT)
O. Early Return of Dependents
P. Member Who Has No Dependents and Is Assigned to a Ship
Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation
R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs
S. Both Spouses below Grade E-6 Assigned to Sea Duty
T. ITDY

5444 DLA NOT AUTHORIZED

5446 PARTIAL DLA ELIGIBILITY
A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience
B. Partial DLA Not Authorized for Local Moves

5448 DETERMINING AMOUNT PAYABLE
A. General
B. Dependent Authorized to Relocate ICW PCS but Delays Travel

5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA
A. General
B. Exceptions
C. Application of Fiscal Year Limitation on DLA Payment

Paragraph **Title/Contents**

5452 **DLA RATES**
A. Primary DLA Rates
B. Secondary DLA Rates
C. DLA when a Member-Married-to Member Couple is Transferred

PART B: EMPLOYEES ONLY

Section B1: General

5500 **SCOPE**
A. General
B. Two or More Family Members Employed
C. Employee Married to Member
D. Travel Order Issuance

5502 **ELIGIBILITY**
A. PCS Travel in the Gov't's Interest
B. PCS Allowance Eligibility
C. PCS Limitation Policy

5504 **ELIGIBILITY AND ALLOWANCES TABLE**
A. Table 1:- Eligibility Table
B. Tables 2 -11: Allowances
C. Table 1: Eligibility Table
D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS
E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS
F. Table 4: Transfer between Official Stations in the CONUS
G. Table 5: Transfer from CONUS to an Official Station OCONUS
H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS
I. Table 7: Transfer between OCONUS Official Stations
J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation
K. Table 9: Last Move Home for SES Career Appointees upon Separation
L. Table 10: Temporary Change of Station (TCS)
M. Table 11: Assignment under the Gov't Employees Training Act

5506 **PCS ORDER**

5508 **FUNDS ADVANCE**
A. HHG Transportation and SIT Using the Commuted Rate Method
B. HHG Non-Temporary Storage (NTS)
C. Temporary Quarters Subsistence Expenses (TQSE)
D. Real Estate Transaction and Unexpired Lease Expense Allowance
E. POV Transportation and Emergency Storage

5510 **PCS COUNSELING**
A. Effective Date of Transfer
B. PDT Counseling

5512 **REASSIGNMENT/TRANSFER ADVANCE NOTICE**
A. General
B. Short Distance Moves
C. Advance Notice Period

Paragraph **Title/Contents**

5514 **PCS REIMBURSEMENT PROVISIONS**
A. General
B. Effective Date

5516 **TRAVEL AND TRANSPORTATION FUNDING**
A. General
B. Movement between Different Departments and Agencies or DoD Components
C. Movement within the Same DoD Component
D. Separation from OCONUS Employment

5518 **TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION**
A. General
B. Employee Married to Employee/Member
C. Time Limits
D. Restrictions

5520 **TRAVEL AND TRANSPORTATION REIMBURSEMENT**
A. Authorized PCS Allowances
B. Allowance Restrictions
C. Discretionary PCS Allowances

5522 **PCS MOVEMENTS**
A. General
B. Travel and Transportation Allowances
C. Agreements/Service Requirements/Violation Agreements
D. Alternate Origin and/or Destination Limitation

Section B2: Employee Travel and Transportation

Subsection B2a: General

5524 **TRAVEL AND TRANSPORTATION OPTIONS**
A. General
B. Mandatory Gov't Transportation Use

5526 **TRAVEL TIME**
A. General
B. Elapsed Time Is Less than Authorized
C. Additional Travel Time

5528 **REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM**
A. Mandatory DoD Policy
B. Reimbursement
C. Per Diem
D. Transportation in Kind Plus Per Diem

5530 **MIXED MODE TRAVEL**
A. General
B. Mixed Modes Travel Time

5532 **PCS TO, FROM, OR BETWEEN OCONUS POINTS**
A. General
B. When only Land Travel Is Involved

Paragraph **Title/Contents**

C. Transoceanic Travel
D. Indirect/Circuitous Travel Reimbursement

Subsection B2b: Per Diem

5534 GENERAL
A. Travel of 12 or fewer hours (12 Hour Rule)
B. PCS Travel Delayed for Reasons Beyond the Traveler's Control
C. Per Diem Rates for PDT

5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED
A. General
B. Overnight Stop/TDY Site
C. New PDS Rate

5538 PARTIAL TRAVEL DAYS

5540 SAME DAY TRAVEL

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)

5544 TRAVEL BY COMMERCIAL SHIP

5546 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED
A. Example 1
B. Example 2
C. Example 3

5548 PER DIEM ALLOWANCE ELEMENTS
A. Maximum Lodging Expense
B. Lodging Tax
C. M&IE

5550 LODGING PLUS PER DIEM COMPUTATION METHOD
A. General
B. Per Diem Computations

5552 PER DIEM COMPUTATION
A. General
B. HHT
C. En Route Travel to the New PDS
D. Separation Travel
E. Per Diem Computation Examples

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

Subsection B2c: Special or Unusual Circumstances

5556 FIRST DUTY STATION TRAVEL ELIGIBILITY
A. General
B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

Paragraph	Title/Contents
5558	**NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS**
	A. General
	B. Coverage
	C. DoD Component Responsibility
	D. Procedural Requirements
	E. Allowable Expenses
	F. Expenses Not Allowable
	G. Alternate Origin and/or Destination
	H. Funds Advance
5560	**MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION**
	A. General
	B. Placement before Separation
	C. Placement after Separation
	D. Agreement Requirement
	E. Employee Transferring to the U.S. Postal Service
	F. Order Issuance
	G. Funding
	H. Employee Separated due to Function Transfer Example
5562	**RETURN FROM MILITARY DUTY**
	A. Mandatory Restoration
	B. Travel and Transportation Allowances
	C. Real Estate Expense
	D. Travel and Transportation Allowances
	E. Moving Costs
	F. Travel and Transportation Costs
	G. Called/Ordered to Active Duty
5564	**SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS**
	A. Limitation
	B. Funding Responsibility
5566	**SHORT DISTANCE TRANSFERS**
	A. First Duty Station Travel
	B. Authorization/Approval
	C. Distance Test
	D. Exceptions
	E. PCS Claims Must Satisfy Conditions
5568	**WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION**
	A. General
	B. Remote/Isolated Locations
	C. Designating a PDS as a Remote/Isolated Location
	D. Criteria for Designating a PDS as a Remote/Isolated Location
5570	**TDY STATION BECOMES PDS**
5572	**SEPARATION TRAVEL FROM OCONUS DUTY**
	A. Eligible Employee

Paragraph **Title/Contents**

B. Separation Travel and Transportation Allowances
C. Separation Travel and Transportation Allowances Loss
D. Limited Separation Travel and Transportation Allowances
E. Employee Not Eligible
F. Employment in Another DoD Component w/o a Break in Service after Separation from the Losing Activity

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE
A. Eligible Employee
B. Travel and Transportation Allowances

5574 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT
A. Applicability
B. Eligibility Criteria
C. Authorization/Approval
D. Allowable Expenses
E. Expenses Not Allowable
F. Origin and Destination
G. Time Limits for Beginning Travel and Transportation
H. Funds Use

Section B3: Dependent Travel and Transportation

Subsection B3a: General

5576 SCOPE
A. General
B. HHG Transportation
C. Mobile Home Transportation
D. Special Circumstances Travel and Transportation
E. Transportation Mode and Routing
F. Travel Authority
G. Commercial Transportation Costs
H. Early Return of Dependent(s) (ERD)
I. Reimbursable Expenses
J. Receipt Requirements
K. House Hunting Trip (HHT)

5578 ELIGIBILITY
A. General
B. Dependent Age and Travel Eligibility

5580 AUTHORIZATION
A. General
B. Travel and Transportation Allowances

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE
A. General
B. Dependent-Related Circumstances
C. Dependent Travel-Related Circumstances

Paragraph **Title/Contents**

D. Remaining Service Requirement

5584 **TIME LIMITATION**
A. General
B. Transfers without a Break in Service
C. Locally Hired Employee
D. Return for Separation

5586 **FUNDS ADVANCE**

5588 **TRANSOCEANIC TRAVEL**
A. Transportation Mode
B. Air Travel Medically Inadvisable
C. Travel by Oceangoing Car Ferry

5590 **EMPLOYEE TRANSFERS**
A. To and Within CONUS
B. To and Between OCONUS
C. From OCONUS

Subsection B3b: Per Diem

5592 **PER DIEM FOR DEPENDENT TRAVEL**
A. General
B. Dependent(s) and Employee Travel Together
C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately
D. Spouse/Domestic Partner Travels Separately from the Employee
E. TDY Involved
F. Travel by Commercial Ship
G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost
H. Exclusions
I. Per Diem Computation Example

5594 **PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**
A. General
B. Examples

Subsection B3c: Early Return Of Dependent(s) (ERD)

5596 **TRANSPORTATION**
A. General
B. Excess Costs
C. Authority

5598 **REIMBURSEMENT**
A. Limitations
B. Gov't Transportation
C. Transportation Modes
D. Receipt Requirements

5600 **TRAVEL AND TRANSPORTATION LIMITATIONS**
A. Authorization
B. Reimbursement

Paragraph **Title/Contents**

C. Receipt Requirements

5602 **RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT**
A. General
B. Time Limitation

Section B4: POC Use on Permanent Duty Travel

5604 **POC USE**
A. Use of One or Two POCs
B. Use of More than Two POCs

5606 **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**
A. General
B. Authorized Traveler(s)
C. Reimbursable Expenses

5608 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. General
B. Traveler Driven to the Transportation Terminal

5610 **PARKING, TOLLS AND OTHER COSTS**

5612 **TRANSOCEANIC TRAVEL BY POC**
A. General
B. Transoceanic Travel by Privately Owned Boat

5614 **AUTOMOBILE USE**
A. General
B. MALT

5616 **PRIVATELY OWNED AIRPLANE**
A. General
B. Nautical Miles
C. Mileage Rate
D. Travel Time
E. Reimbursement Computation

5618 **PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)**
A. Operation Cost
B. Expenses

5620 **PRIVATELY-OWNED MOTORCYCLE**
A. General
B. Travel Time
C. Reimbursement Computation

5622 **PRIVATELY OWNED BOAT**

5624 **COMPUTING POC TRAVEL REIMBURSEMENT**
A. General
B. Reimbursement Computation Example for One Car
C. Reimbursement Computation Example for Two POCs
D. MALT Computation Example for Two Separate Trips

Paragraph **Title/Contents**

Section B5: HHG

Subsection B5a: General

5626 **GENERAL**

5628 **ELIGIBILITY**

5630 **AUTHORIZED TRANSPORTATION**
A. General
B. NTS

5632 **RE-TRANSPORTATION OF THE SAME HHG**

5634 **TRANSPORTATION EXPENSES**
A. Gov't-paid Expenses
B. Employee-paid Expenses

5636 **LOSS OR DAMAGE CLAIMS**

5638 **EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER**
A. General
B. Examples

5640 **HHG TRANSPORTATION AND STORAGE DOCUMENTATION**
A. Form and Voucher Preparation
B. Documents

5642 **SERVICES**
A. General
B. Cost Limitation

5644 **TRANSPORTATION UNDER A PCS ORDER**
A. HHG Shipment between CONUS PDSs
B. HHG Transportation to and between OCONUS PDSs
C. HHG Transportation from OCONUS to CONUS PDSs

Subsection B5b: HHG Weight

5646 **PRESCRIBED WEIGHT ALLOWANCES**
A. Maximum Weight Allowance
B. Baggage Allowances
C. Uncrated or Van Line Shipments
D. Employee Financial Responsibility
E. Transportation of HHG and PBP&E

5648 **ADMINISTRATIVE WEIGHT LIMITATION**
A. Policy
B. Exceptions
C. Transportation from a Weight Restricted Area

5650 **NET WEIGHT DETERMINATION**
A. Crated Shipments
B. Uncrated Shipments

Paragraph **Title/Contents**

C. Containerized Shipments
D. Constructed Weight

5652 **EXCESS CHARGES**
A. Gov't Responsibility
B. Employee Responsibility
C. Prescribed Weight Allowance
D. Erroneous Advice
E. Employee Payment
F. Excess Weight Status
G. HHG Weighed Twice
H. Excess Weight beyond Employee Control
I. Weight Additive Articles

Subsection B5c: Transportation

5654 **FACTORS AFFECTING HHG TRANSPORTATION**
A. Combining Weight Allowances when Employee Married to Employee Couple
B. Improper Transportation
C. Items of Extraordinary Value
D. Mobile Home Allowances
E. HHG Transportation before an Order Is Issued
F. Time Limitation
G. Alcoholic Beverage Transportation

5656 **TRANSPORTATION METHODS**
A. HHG
B. UB
C. Actual Expense
D. Commuted Rate
E. Split Transportation
F. Employee Responsibility
G. Limitations
H. Cost Comparison
I. Multiple Transfers

Subsection B5d: Non-Temporary Storage (NTS)

5658 **NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS**
A. Eligibility
B. Agreement and Liability Conditions
C. Authority
D. Exceptions
E. Time Limitation
F. Storage Place
G. Allowable Costs
H. Documentation
I. Isolated PDS Designation

5660 **HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS**
A. General
B. Eligibility
C. Time Limitation

Paragraph **Title/Contents**

D. Personnel Office and TO Responsibility for NTS Records
E. Forms and Procedures
F. Removing HHG from NTS

5662 **NTS OF HHG FOR A DODDS EMPLOYEE**
A. Storage between School Years
B. NTS of HHG during DoDDS Employee Extended Leave

5664 **NTS CONVERTED TO SIT**
A. General
B. Conversion Cost
C. Additional HHG Storage

Subsection B5e: Storage in Transit (SIT)

5666 **GENERAL**
A. Scope
B. Reimbursement

5668 **SIT TIME PERIOD RESTRICTIONS**

5670 **FIRST 60/90 DAYS OF SIT**

5672 **SECOND 90 DAYS OF SIT**
A. General
B. Authorization/Approval Request
C. Authorized Circumstances

5674 **ADDITIONAL SIT**
A. General
B. Restrictions
C. Authority
D. Documentation
E. Submission Process

5676 **HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT**
A. Multiple Lots
B. HHG Weight Allowance
C. Employee Financial Responsibility

5678 **SHORT DISTANCE MOVES**

5680 **FUNDS ADVANCE**
A. General
B. Documentation

Subsection B5f: Local Moves

5682 **HHG TRANSPORTATION BETWEEN LOCAL RESIDENCES**
A. Authorized Transportation
B. Local Transportation Costs

Paragraph **Title/Contents**

Subsection B5g: Professional Books, Papers, and Equipment (PBP&E)

5684 **DEFINITION**

5686 **GENERAL**
A. Policy
B. Conditions

5688 **PBP&E WEIGHT LIMITATION**
A. Maximum Weight
B. Exception

5690 **PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE**

5692 **ADMINISTRATIVELY RESTRICTED HHG WEIGHT**
A. Authorization
B. PBP&E Weight

Subsection B5h: Consumable Goods

5694 **CONSUMABLE GOODS**
A. General
B. Additional Information on Consumable Goods

Section B6: POV Transportation and Storage

Subsection B6a: CONUS POV Transportation

5696 **GENERAL**

5698 **AUTHORITY**
A. General
B. Authorized Origin/Destination
C. Towing Equipment Cost

5700 **SHIPMENT METHODS**
A. Gov't Arranged POV Transportation
B. Traveler Arranged POV Transportation
C. Transporting a Specially Equipped Automobile

Subsection B6b: OCONUS POV Transportation

5702 **GENERAL**
A. Scope
B. POV Transportation Allowances
C. Authorization
D. POV Shipment Information
E. PBP&E Shipment not Allowed
F. POV Shipment Requirements

5704 **ELIGIBILITY**
A. Authorized Personnel

Paragraph **Title/Contents**

B. Eligibility Determination
C. Criteria
D. Conditions
E. Employees Assigned to Johnston Island

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

5708 POV SIZE LIMIT

5710 CARE AND STORAGE
A. Gov't Responsibility
B. POV not Claimed

5712 SHIPMENT METHODS
A. Gov't Arranged POV Transportation
B. Personally Procured Transportation

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS
A. General
B. Exception
C. Car Ferry

5716 TRANSPORTATION AUTHORIZED
A. General
B. CONUS to OCONUS PDS Transfer/Assignment
C. OCONUS to OCONUS PDS Transfer/Assignment
D. Tour of Duty Completed
E. Tour of Duty ***Not*** Completed
F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is ***Not*** in the Gov't's Interest to Have a POV
G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV
H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is ***Not*** in the Gov't's Interest to Have a POV

5718 TRANSPORTATION NOT AUTHORIZED

5720 RESTRICTED POV TRANSPORTATION
A. General
B. Exception

5722 PORTS/VPCS USED
A. General
B. Designation of Ports
C. Alternate Ports/VPCs

5724 POV TRANSPORTATION TO/FROM PORTS
A. General
B. Transportation Arrangements

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP
A. Traveler Pays for POV Transportation to/from Port/VPC
B. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC
C. POV Delivery/Pickup Incident to PDT by POV

Paragraph **Title/Contents**

5728 **POV PURCHASED IN A NON-FOREIGN OCONUS AREA**
A. Restriction
B. Exception

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

5732 **REPLACEMENT POV SHIPMENT**
A. General
B. Emergency Replacement
C. Non-Emergency Replacement
D. Limitations

5734 **POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**
A. Transfer/Assignment between OCONUS PDSs
B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS
C. Agreement Not Completed and Employee Returns to CONUS for Separation
D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

5736 **EXCESS COST COLLECTION**

5738 **DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**

Subsection B6c: POV Storage

5740 **CARE AND STORAGE**
A. Gov't Responsibility
B. Employee Responsibility
C. Limitations
D. Additional POVs

5742 **STORAGE ICW CONTINGENCY OPERATIONS TCS**
A. General
B. Eligibility
C. Limitations
D. Location
E. Expenses

Section B7: Mobile Home Transportation

5744 **SCOPE**
A. General
B. Mobile Home Definition
C. Additional Allowances
D. Constructed Gov't Cost

5746 **ELIGIBILITY**
A. General
B. Acquisition
C. Mobile Home Used as Residence
D. Mobile Home Condition
E. Authorized Movement

Paragraph	Title/Contents
5748	**FUNDS ADVANCE**
5750	**GEOGRAPHIC LIMITATIONS** A. Origin/Destination Points B. Appropriate Port C. Border Crossing Point D. Cost Limitation
5752	**TRANSPORTATION** A. General B. Transportation C. Employee with Employee Spouse/Domestic Partner D. Employee with Member Spouse/Domestic Partner E. Limitations
5754	**PERSONALLY PROCURED COMMERCIAL TRANSPORTATION** A. Authorized Transportation B. Reimbursement C. Transportation Arrangements D. Paying the Carrier E. Transportation Costs
5756	**PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER** A. Reimbursement B. Origin/Destination within CONUS/Alaska C. Origin/Destination Is an Island within CONUS or within Alaska D. Origin/Destination Not in CONUS/Alaska E. Preparation F. Mobile Home Towed by POC G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) H. Self-propelled Mobile Home Driven Overland I. Self-propelled Mobile Home Driven over Water (i.e., house boat) J. Mobile Home Moved by Overland Towing
5758	**GOV'T PROCURED TRANSPORTATION** A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed H. Denied Payment
5760	**TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS**
5762	**EMPLOYEE DEATH** A. CONUS B. OCONUS

Paragraph **Title/Contents**

Section B8: Pet Quarantine

5764 **GENERAL**

5766 **PET QUARANTINE REIMBURSEMENT**

5768 **GENERAL PET INFORMATION**
A. Gov't Funded Pet Transportation Not Authorized
B. Pet Quarantine Information
C. U.S. Fish and Wildlife (FWS) Service Requirements
D. Contact Information
E. Related Restrictions

5770 **TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

Section B9: Temporary Lodging

Subsection B9a: Temporary Quarters Subsistence Expense (TQSE) General Information

5772 **PURPOSE**

5774 **GENERAL**
A. TQSE Types
B. Foreign Transfer Allowance (FTA)
C. Subsistence Expenses
D. Restrictions

5776 **TEMPORARY LODGING**
A. Definition
B. Limitations

5778 **ELIGIBILITY**
A. Conditions
B. TQSE in Other Locations
C. Exclusions
D. Restrictions
E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

5780 **ALLOWANCE DUPLICATION**
A. TQSE Payment
B. TQSA Payment
C. Restrictions
D. TCS

5782 **DOCUMENTATION**

Subsection B9b: Lump Sum TQSE (TQSE(LS))

5784 **TQSE(LS) OPTION**

5786 **AUTHORITY**
A. General
B. Considerations

Paragraph	Title/Contents
5788	**LIMITATIONS** A. Payment Limitation B. Time Limitation C. Erroneous Advice Information
5790	**ELIGIBILITY PERIOD**
5792	**RECEIPTS AND SUPPORTING DOCUMENTATION**
5794	**PAYMENT**
5796	**COMPUTATION** A. HHT B. Payment Basis C. TQSE(LS) Per Diem Rates/Percentages D. TQSE(LS) Computation Chart E. TQSE(LS) Computation Example

Subsection B9c: TQSE Actual Expense (TQSE(AE))

5798	**TQSE(AE) OPTION** A. General B. AEA
5800	**AUTHORITY** A. General B. Considerations
5802	**LIMITATIONS** A. Payment Limitation B. Time Limitations C. Additional TQSE(AE) Period Justification D. Occupancy Limitations
5804	**ELIGIBILITY PERIOD** A. Starting Temporary Lodging Occupancy B. Temporary Lodging Occupancy Time Period C. Ending Temporary Lodging Occupancy
5806	**RECEIPTS AND SUPPORTING DOCUMENTATION** A. Receipts and Supporting Statement B. Submitting TQSE(AE) Claims
5808	**PAYMENT** A. General B. Actual Expenses Allowed C. Excess Expenses D. Lodging with a Friend or Relative E. Itemization F. Conditions Affecting Reimbursement G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging

Paragraph **Title/Contents**

5810 **COMPUTATION**
A. TQSE(AE) Calculation
B. Computation Examples

Subsection B9d: Foreign Oconus Temporary Quarters Subsistence Allowance (TQSA)

5812 **TQSA**

Section B10: Miscellaneous Expense Allowance (MEA)

5814 **GENERAL**
A. Purpose
B. Advance Payments
C. Mobile Home Relocation
D. Lease Penalty Expense

5816 **ELIGIBILITY**
A. Employees Eligible for MEA
B. Employees ***Not*** Eligible for MEA

5818 **REIMBURSEMENT**
A. General
B. Minimum Payment
C. Maximum Payment
D. Reimbursable Costs
E. Non Reimbursable Costs
F. Administrative Procedures

Section B11: Service Agreements

Subsection B11a: General

5820 **SERVICE AGREEMENT**
A. General
B. Failure to Sign a Service Agreement
C. Initial Agreement
D. Renewal Agreement
E. Appointment/Transfer to an OCONUS Position
F. More than One Service Agreement
G. Subsequent Service Agreements
H. Reimbursement Disclosure Statement

5822 **PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT**
A. General
B. Designated Personnel

5824 **ACTUAL RESIDENCE**

5826 **ACTUAL RESIDENCE DETERMINATION**
A. Appointees (Including Student Trainees)
B. OCONUS Employment

5828 **SERVICE AGREEMENT REQUIREMENTS**

Paragraph **Title/Contents**

5830 **SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
A. Transportation and Storage
B. Record Maintenance

5832 **SERVICE AGREEMENT PREPARATION AND DISPOSITION**
A. General
B. Preparation and Disposition
C. Service Agreement for OCONUS Employees other than School Teachers
D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
E. DOD Service Agreement - Transfer of Employees to and within CONUS (DD Form 1618)

Subsection B11b: Initial Agreements

5834 **INITIAL AGREEMENT NEGOTIATION**

5836 **OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS**
A. General
B. Local Commander Negotiation Restrictions
C. Eligibility Determination
D. Travel and Transportation Authorization
E. Initial Service Agreement Requirements

Subsection B11c: Renewal Agreement

5838 **RENEWAL AGREEMENT NEGOTIATION**
A. General
B. Married Employees
C. Exception

Subsection B11d: Tour of Duty Requirements

5840 **TOUR OF DUTY REQUIREMENT**
A. General
B. Minimum Periods of Service
C. OCONUS

5842 **STARTING TOUR OF DUTY**
A. Transfer to and within CONUS
B. Appointment to First PDS
C. OCONUS Agreements

5844 **ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**
A. General
B. Acceptable Reasons for Release from Tour of Duty Requirements
C. Transfer to Other Departments/Agencies
D. Verification

Subsection B11e: Agreement Violation

5846 **AGREEMENT VIOLATION**
A. General
B. Individual’s Financial Responsibility
C. Agreement Violation

Paragraph **Title/Contents**

5848 **AGREEMENT VIOLATION PENALTIES**

5850 **TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**

5852 **RESPONSIBILITIES**
A. Employee
B. Civilian Personnel Officer
C. Finance, Fiscal, or Disbursing Officer

5854 **AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**
A. General
B. Exceptions
C. Examples

5856 **AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**
A. Violation during the First Year of Service under an Initial Service Agreement
B. Violation after One Year of Service under an Initial Service Agreement
C. Employee Serving under Renewal Agreements
D. DoDEA Teacher

5858 **COMPUTATIONS**
A. General
B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
C. Commercial Carrier Transportation Costs
D. Travel Time Compensation
E. Per Diem
F. Employee Financial Responsibility to the Gov't
G. Return Travel Costs
H. Sample Statement of Liability/Credit Violation of Renewal Agreement
I. Sample Cases

Section B12: House Hunting Trip (HHT)

5860 **GENERAL**

5862 **ELIGIBLE EMPLOYEE**

5864 **INDIVIDUALS NOT ELIGIBLE FOR A HHT**

5866 **SEPARATE TRIPS BY EMPLOYEE AND SPOUSE**
A. General
B. Cost Comparison
C. Duration
D. AEA
E. Lump Sum Payment
F. Example

5868 **WHEN A HHT MAY BEGIN**

5870 **WHEN A HHT MUST BE COMPLETED**

5872 **HHT AUTHORIZATION**
A. General
B. Determination

Paragraph	Title/Contents
5874	**CONSIDERATIONS**
	A. General
	B. Arranging a Permanent Residence before a Move
	C. Arranging a Permanent Residence while in Temporary Lodging
	D. Avoiding an Advance Trip
	E. TDY at the New PDS
	F. Housing Information Assistance
5878	**TRIP DURATION**
	A. General
	B. Time Limitation
5880	**TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY**
5882	**LOCAL TRANSPORTATION**
	A. General Expenses
	B. Local Transportation
	C. Special Conveyance (Taxi/Cab) Use
5884	**SUBSISTENCE**
	A. General
	B. Methods
	C. Subsistence Calculation Examples
	D. Round-trip House Hunting Travel
5886	**EXPENSE DOCUMENTATION**
	A. Transportation
	B. Subsistence Expenses
5888	**STATUS WHILE ON HHT**
5890	**NO RETURN TO OLD PDS**
5892	**HHT ADVANCE**
5894	**HHT ICW TQSE**
	A. TQSE(AE)
	B. TQSE(LS)
	C. HHT Deductions

Section B13: Temporary Change of Station (TCS)

5896	**GENERAL**
	A. TCS Authorization
	B. Official Duty Station
	C. Service Agreement
5898	**ELIGIBILITY**
	A. Assignment
	B. Employees Ineligible for a TCS
5900	**CONDITIONS**
	A. Component Cost Considerations
	B. Employee Tax Consideration

Paragraph **Title/Contents**

C. Employee Concerns
D. Equity Concerns
E. Assignment Length
F. Distance Requirement

5902 TCS ALLOWANCES
A. Basic Allowances
B. Discretionary Allowances
C. Allowances upon Assignment Completion
D. TCS Allowances vs. Per Diem

5904 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS
A. Allowance Duration
B. Payable Allowances
C. Expenses Not Payable

5906 SEPARATION FROM GOV'T SERVICE
A. After TCS Completion
B. Before TCS Completion

Section B14: Real Estate Allowances

Subsection B14a: General

5908 GENERAL
A. Conditions
B. Requirements ICW Reimbursement
C. Time Limit for Residence/Lease Termination Transactions
D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
E. Residence Sale in Anticipation of Transfer
F. Examples
G. General
H. Reimbursement
I. FTA and HSTA Lease Penalty

5910 EXCLUSIONS

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE
A. Reimbursable Expense
B. Reimbursement Limit

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS
A. Application for Reimbursement of Expenses
B. Claim Submission
C. Review and Approval of Reasonable Charges
D. Approval of Payment
E. Privacy Act Statement

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT
A. Allowable Expenses
B. Claim Procedure

5918 RETURN FROM MILITARY DUTY

Paragraph **Title/Contents**

Subsection B14b: Residence Transaction Expenses - Home Purchase

5920 **RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**
A. Adaptation
B. Reference/Decision Search
C. Fee and Description Chart

Subsection B14c: Civilian Board of Contract Appeals (CBCA), GSA Board of Contract Appeals (GSBCA) & Comptroller General (CG) Decisions Applicable to Alws in this Part

5922 **GSBCA, CBCA AND CG DECISIONS**
A. Decisions Search
B. Decisions

Section B15: Relocation Services

Subsection B15a: General

5924 **GENERAL**
A. DoD Contract Services
B. DoD Component Responsibilities

5926 **ELIGIBILITY CONDITIONS AND LIMITATIONS**
A. Eligible Employee
B. Person Not Covered
C. Limitations
D. TCS

5928 **PROCEDURAL REQUIREMENTS AND CONTROLS**
A. Employee Option
B. Dual Benefits Prohibited
C. Payment Restrictions
D. Maximum Home Value
E. Order

Subsection B15b: Property Management (PM) Services

5930 **GENERAL**
A. Purpose
B. When PM Services May Be Authorized
C. Obtaining PM Services
D. PM Services
E. Income Tax Consequences of PM Services
F. Ineligible Employee

5932 **PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**
A. General
B. PM Services Payment Duration
C. PM Services Continuation

Paragraph **Title/Contents**

5934 **PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**
A. Authorized PM Services
B. PM Services in Lieu of Residence Sale
C. Repayment of PM Expenses
D. Residence Sale after Electing PM Services
E. PM Services Payment Duration

5936 **PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS**
A. General
B. PM Services Payment Duration
C. Residence Sale Incident to Temporary Official Station Becoming the PDS

Subsection B15c: Home Marketing Incentive Payments

5938 **GENERAL**
A. Purpose
B. Definitions
C. Tax Consequences

5940 **ELIGIBILITY**

5942 **PAYMENT CONDITIONS**
A. Eligible Employee
B. Relocation Services Fee
C. Authorization

5944 **MAXIMUM AMOUNT PAYABLE**
A. Payment Limitations
B. Payment Examples

Section B16: RIT Allowance

5730 **RIT ALLOWANCE**
A. Purpose
B. Payments/Reimbursements

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5010 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. Travel by POC (par. 5164),

2. Procure common carrier transportation (par. 5014), or

3. Be provided transportation in kind (par. 5014-D).

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

1. Travel is performed partly at personal expense and partly by Gov't procured transportation and/or Gov't conveyance (par. 5016),

2. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. 5020),

3. Travel OCONUS is involved (par. 5018),

4. There are special circumstances (Ch 5, Part A2c and Ch 7), or

5. POV delivery/pickup is involved (par. 5354).

5012 TRAVEL TIME

A. General

1. A member performing PCS travel is authorized the travel time allowable to complete the PCS move.

2. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the DoD component concerned.

3. In computing travel time, distance is disregarded from the home, office, or residence to the local transportation terminal, or vice versa.

4. Except as in par. 5054, travel time is computed under pars. 3025, 5018-C3, 5016-B, and 5012-B.

5. The maximum travel time that may be allowed under this par. is that which would have been allowed under par. 3025-C2 had travel been performed entirely by POC.

6. A member reassigned between activities at the same PDS is allowed no travel time. ***See par. 5000 for proximity PCS.***

7. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points that were used to determine the member's travel allowances.

8. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.

9. When POV delivery/pick up is separate from PCS travel, allowable travel time is computed IAW par. 3025-C2.

10. Travel time allowed may differ from the time allowed for per diem computation purposes.

11. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

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

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations might require an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5014 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

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

B. Reimbursement

1. A member who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 3650.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. ***is based on the policy constructed airfare.***

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

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

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

5016 MIXED MODE TRAVEL

A. General

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

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

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

b. Travel between local transportation terminals.

3. Computation

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

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

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

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile		MALT Plus per diem rate is $142/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $142/day x 3 days =	$ 426.00
	Total Actual Cost	**$931.99**
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $142/day x 9 days =	$1,278.00
	Total Constructed Cost	**$1,964.32**
Reimburse to the member the actual cost ($931.99) NTE the constructed cost ($1,964.32).		
	The Member is Due	**$931.99**

B. Mixed Modes Travel Time

1. General

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

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

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

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

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

a. Steps

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

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL -

total distance is disregarded).

(2) Example

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

5018 PCS TO, FROM, OR BETWEEN OCONUS POINTS

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

1. The applicable allowances in Ch 5, Part A2a for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5018-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part A2a for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5018-A1 or 5018-A3, IAW par. 5354.

B. When only Land Travel Is Involved. Except as in par. 5018-C, a member on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in par. Ch 5, Part A2a for the official distance.

C. Transoceanic Travel

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

a. Personal travel under par. 5018-A; and

b. Dependent travel under par. 5082; and

c. POV delivery to the loading port/VPC for transportation under par. 5354.

2. POC Travel. See par. 5162.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5162.

4. Transoceanic Transportation Reimbursement Costs

*a. Gov't/Gov't procured Transportation Available. If Gov't and Gov't procured transportation are both ***authorized and available***, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, ***reimbursement for the transoceanic travel is not authorized***. See par. 3220-A.

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

(1) Gov't/Gov't Procured Transportation Not Available. When Gov't/Gov't procured transportation are not available, the member is authorized transportation reimbursement NTE the policy constructed airfare (see App A1) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route (see App A1), the member is authorized:

a. MALT Plus for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

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

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

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

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

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

B. Transoceanic Travel

*1. When travel is ***directed*** (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See pars. 3220-A and 5018-C4.

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

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

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

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

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

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

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

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

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

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

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

5022 NEW PDS IS A SHIP

A. General

1. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded.

2. If the ship is at sea, then the last place departed is the "new PDS rate."

B. Examples:

1. Example 1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. Example 2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. Example 3. A member travels PCS from USS Enterprise to USS Normandy, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. 5050.

5024 PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM

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

B. Examples

1. Example 1

Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi $25
	Arrive:	New PDS		
Member spends $115 for lodging on 15 July. POE per diem rate is $188 ($126/ $62). POE is not the local terminal for the old PDS. M&IE for the new PDS is $51. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
15 Jul	Per diem: $115 ($115 < $126) + (75% x $62 = $46.50) =			$ 161.50
	MALT: 114 miles x $.23/mile =			$26.22
16 Jul	Per diem: 75% x $51 =			$38.25
	Taxi			$ 25.00
Total Reimbursement =				**$250.97**
NOTE: MALT & Lodging Plus per diem are paid for the same day.				

2. Example 2

Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
Member spends $110 for lodging on 3 Aug. POE per diem rate is $161 ($110/ $51). M&IE for the new PDS is $60. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 & 2 Aug	$142/day x 2 days			$284.00
3 Aug	$110 + $51 =			$161.00
	805 miles x $.23/mile =			$185.15
4 Aug	75% x $60 =			$ 45.00
	Taxi			$ 20.00
Total Reimbursement =				**$695.15**
NOTE: Though there is another MALT Plus per diem day payable, pay Lodging Plus computed per diem for the night spent at the port.				

3. Example 3

Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends $75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is $189 ($125/ $64). Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 to 3 Jun	$142/day x 3 days =			$426.00
4 Jun	$75 + $64 =			$139.00
	1,200 miles x $.23/mile =			$276.00
5 to 9 Jun	($75 + $64)/day x 5 days =			$695.00
10 Jun	$142/day x 1 day =			$142.00
	300 miles x $.23/mile =			$ 69.00
Total Reimbursement =				**$1,747.00**
***NOTE*: MALT is paid 4 June; pay Lodging Plus per diem since the member arrived at the TDY location that day.**				

4. Example 4

Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends $109 for lodging on 10 Jul. POE per diem rate is $155 ($101/ $54). POD is not the local terminal for the new PDS. New PDS M&IE is $82. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 to 9 Jul	$142/day x 3 days =			$426.00
10 Jul	$101 + $54 =			$155.00
	1,080 miles x $.23/mile =			$248.40
11 Jul	75% x $82 =			$ 61.50
	120 miles x $.23/mile =			$ 27.60
Total Reimbursement =				**$918.50**
***NOTE*: Though MALT is paid 11 July, pay Lodging Plus computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.**				

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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. Transoceanic Travel. See par. 3220-A for mandatory Gov't transportation use.

*G. 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.

*H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

*I. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

*K. 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 TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

*2. A dependent is required to use Gov't air transportation. However, 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, no reimbursement is authorized. See par. 3220-A.

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 A: MEMBERS ONLY

SECTION 10: DISLOCATION ALLOWANCE (DLA)

5438 PURPOSE

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

1. On a PCS,

2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or

3. Incident to an evacuation (pars. 6060 and 6115).

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

5440 DEFINITION OF TERMS

A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.

2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983).

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

1. Has no dependent(s);

2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or

3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS (59 Comp. Gen. 376 (1980)).

5442 DLA AUTHORIZED

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

1. Relocates ICW a PCS,

2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),

3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or

4. As otherwise authorized in this Part.

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

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs ' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or

2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

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

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs , if both:

1. Are without dependents, and

2. Move to a new PDS.

Table 5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. ***This does not include moves to or from privatized housing.***

F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense (42 Comp. Gen. 460 (1963)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.

2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.

3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.

4. The designated representative may not re-delegate this authority.

5. DLA is payable for proximity moves performed under an ITDY order. ***See 37 USC §476(e) and 37 USC §477.***

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.

2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.

3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and

2. Transferred with no break in service from one Service to another under the authority of 10 USC 716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.

2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.

a. No more than two DLAs are authorized.

b. In this situation only, the amount of the second DLA paid is taken from Table 5G-2.

c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

1. Has no dependent ***(NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.)***, and

2. Is assigned to permanent duty aboard a ship, and

3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.

2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.

3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs. A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,

2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or

3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. ***Have no dependents***,

2. Are assigned simultaneously to permanent duty aboard ship(s),

3. Elect not to occupy assigned shipboard Qtrs, and

4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See 73 Comp. Gen. 6 (1993).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

5444 DLA NOT AUTHORIZED

DLA is ***not*** authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.)***;

5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 though 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or

6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.

7. For a Selected Reserve member authorized limited PCS allowances from primary residence to duty station IAW par. 7400.

5446 PARTIAL DLA ELIGIBILITY

*A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of $733.16 (effective 1 January 2017) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,

2. Renovation, or

3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;

2. Incident to PCS;

3. Change in family size or bedroom requirement for the member's convenience including promotion;

4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);

5. Pending divorce or family separation;

6. Due to the member's misconduct; or

7. From privatized housing to privatized housing.

5448 DETERMINING AMOUNT PAYABLE

A. General. DLA:

1. Rates are in Table 5G-1 (and Table 5G-2 for secondary DLA IAW par. 5442-K only).

2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.

2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §477, a member is authorized only one DLA during a fiscal year.

B. Exceptions

1. The one DLA per fiscal year limitation does not apply to partial DLA.

2. Under 37 USC §477, a member is authorized only one DLA during a fiscal year, ***unless*** the:

a. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.

(1) Army, Navy, Air Force, Marine Corps. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.

(2) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized.

(3) NOAA Corps. Delegation is to the Director of the NOAA Corps only.

b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);

d. Movement of a member's household is made ICW a national emergency or in time of war;

e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;

f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC);

g. Member's dependents relocate incident to the member being assigned to ITDY (par. 4920); or

h. Member is ordered to a unit undergoing a change of home port for commissioning and outfitting; a change of home port for overhaul; or a shore unit undergoing a change in ultimate PDS.

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. **Example**: PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

5452 DLA RATES

A. Primary DLA Rates

PRIMARY DLA RATES **Table 5G-1**		
Effective 1 January 2017		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
O-10	$3,792.89	$4,669.01
O-9	$3,792.89	$4,669.01
O-8	$3,792.89	$4,669.01
O-7	$3,792.89	$4,669.01
O-6	$3,479.68	$4,204.02
O-5	$3,351.37	$4,052.25
O-4	$3,105.77	$3,572.13
O-3	$2,489.02	$2,955.34
O-2	$1,974.40	$2,523.51
O-1	$1,662.58	$2,255.87
O-3E	$2,687.70	$3,176.11

PRIMARY DLA RATES Table 5G-1		
Effective 1 January 2017		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
O-2E	$2,284.83	$2,865.70
O-1E	$1,964.74	$2,647.70
W-5	$3,155.42	$3,447.95
W-4	$2,802.22	$3,160.98
W-3	$2,355.20	$2,896.05
W-2	$2,091.69	$2,664.25
W-1	$1,750.86	$2,304.17
E-9	$2,301.42	$3,034.03
E-8	$2,112.36	$2,796.72
E-7	$1,804.70	$2,596.66
E-6	$1,633.58	$2,399.34
E-5	$1,506.66	$2,157.88
E-4	$1,310.73	$2,157.88
E-3	$1,285.90	$2,157.88
E-2	$1,044.46	$2,157.88
E-1	$931.36	$2,157.88

B. Secondary DLA Rates. ***These rates are only payable when a second DLA is paid IAW par. 5442-K.***

SECONDARY DLA RATES Table 5G-2		
Effective 1 January 2017		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
O-10	$3,034.30	$3,735.21
O-9	$3,034.30	$3,735.21
O-8	$3,034.30	$3,735.21
O-7	$3,034.30	$3,735.21
O-6	$2,783.79	$3,363.25
O-5	$2,681.09	$3,241.81
O-4	$2,484.63	$2,857.72
O-3	$1,991.22	$2,364.31
O-2	$1,579.50	$2,018.83
O-1	$1,330.05	$1,804.70
O-3E	$2,150.19	$2,540.90
O-2E	$1,827.86	$2,292.55
O-1E	$1,571.81	$2,118.17
W-5	$2,524.34	$2,758.32
W-4	$2,241.79	$2,528.77
W-3	$1,884.16	$2,316.85
W-2	$1,673.33	$2,131.39
W-1	$1,400.72	$1,843.31
E-9	$1,841.12	$2,427.25
E-8	$1,689.90	$2,237.37

SECONDARY DLA RATES Table 5G-2		
Effective 1 January 2017		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
E-7	$1,443.72	$2,077.34
E-6	$1,306.89	$1,919.47
E-5	$1,205.35	$1,726.32
E-4	$1,048.61	$1,726.32
E-3	$1,028.72	$1,726.32
E-2	$835.56	$1,726.32
E-1	$745.05	$1,726.32

C. DLA when a Member-Married-to Member Couple is Transferred (Table 5G-3)

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED (Table 5G-3)					
Neither Member Has A Dependent					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without-dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	each member at the "without-dependent" rate. 4/
3			separate dwellings	the same dwelling 3/	
4				separate dwellings 2/, 3/	
One Member Has Dependent(s)					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	each member(at the “without-dependent” rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
7			separate dwellings	the same dwelling 3/	
8				separate dwellings 2/, 3/	
Both Members Have Dependent(s)					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. 1/

10				separate dwellings 2/	each member at the "with-dependent" rate.
11			separate dwellings	the same dwelling	
12				separate dwellings 2/	

1/ The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997):

(a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and

(c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs . Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

4/ Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5524 TRAVEL AND TRANSPORTATION OPTIONS

*A. General. An employee may elect to:

1. Travel by POC,

2. Procure common carrier transportation, or

3. Be provided transportation in kind.

*B. Mandatory Gov't Transportation Use. See par. 3220-A.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 3025.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

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

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy

*1. It is ***mandatory policy*** for all employees to use an available TMC for all official transportation requirements.

*2. See par. 3220-A for available Gov't transportation use policy.

B. Reimbursement

*1. An employee who, despite violating DoD policy on TMC use, procures common carrier transportation at personal expense for official travel, is authorized reimbursement NTE the amount authorized in pars. 3220-A, 3220-B, 3045, 3500, 3600, and 7815.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. ***is based on the policy constructed airfare.***

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

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POC use is authorized/approved for all PDT travel, and the employee modifies transportation using POC and common carrier (par. 4765), the employee is authorized:

a. The MALT rate for the distance traveled by POC;

b. The common carrier cost; and

c. Per diem for actual travel time.

3. PCS Mixed Modes Example

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	

DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile	MALT Plus per diem rate is $129/day Leave address M&IE is $51 New PDS M&IE is $71

COST FOR ACTUAL TRAVEL:		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $129/day x 3 days =	$387.00
Total Actual Cost =		**$892.99**
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $129/day x 9 days =	$1,161.00
	Total Constructed Cost =	**$1,847.32**
Reimburse to the employee the actual cost ($892.99) NTE the constructed cost ($1,847.32).		
	The employee is due:	**$892.99**

B. Mixed Modes Travel Time

1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

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

(2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

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

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

a. Steps

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

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) **Example 1**. Official distance 1,500 miles; employee travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) **Example 2**. Official distance 1,000 miles; employee travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) **Example 3**. Official distance 385 miles; employee travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

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

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

*2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. 3220-A, 3220-B and 5532-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5532-A, and

b. Dependent travel under par. 5588, and

c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POC Travel. See par. 5612.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5612.

4. Transoceanic Transportation Reimbursement Costs

*a. Gov't Procured Transportation Available. If Gov't procured transportation is *directed, reasonably available, and not used*, the employee is NOT authorized reimbursement for transportation costs.

b. Gov't Procured Transportation Not Available

(1) Gov't Procured Transportation Not Available. When Gov't procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A1) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:

a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

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

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5576 SCOPE

A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5630.

C. Mobile Home Transportation. See par. 5752.

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. Transoceanic Travel. See par. 3220-A for mandatory Gov't transportation use.

*G. 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 issued IAW par. 5590-B3.

*H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

*I. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

*K. Receipt Requirements. See par. 2710.

*L. House Hunting Trip (HHT). See Ch 5, Part B12.

5578 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.

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 an employee on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. 4905-B and 4905-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see App A1 for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). **Example**: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

5580 AUTHORIZATION

A. General

1. An employee is authorized dependent PCS travel and transportation allowances 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. 5528-D) plus per diem (par. 5592); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5528) plus per diem (par. 5592); or

3. MALT (par. 5606) for POC travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. An employee is not authorized dependent travel and transportation allowances when a dependent:

1. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;

2. Is not a dependent on the PCS effective transfer or appointment date (App A1);

3. Receives any other Gov't-funded travel and transportation allowances for this travel; or

4. Is an employee's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5598-C1) as defined in App A1, definition of dependent items 4 and 5, who does not reside in the employee's household, unless otherwise authorized/approved through the Secretarial Process.

C. Dependent Travel-Related Circumstances. An employee is not authorized dependent travel and transportation allowances:

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)***.

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 employee, under a contract/agreement with the U.S. Per diem is payable.

D. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

5584 TIME LIMITATION

A. General

1. Travel should be completed at the earliest practicable date.

2. Dependent travel must be completed within 1 year from the effective date of transfer (App A1), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.

4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. **Example**: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

6. The 1-year time limit 'clock' resumes on the embargo removal date.

B. Transfers without a Break in Service

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Gov't's best interest.

2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. 5582-D.

C. Locally Hired Employee. The time limit in par. 5582 applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

2. The employee must submit a written request for delayed travel.

3. Costs for unauthorized delays are the employee's personal financial responsibility.

5586 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e and Ch 2, Part E.

5588 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

*2. A dependent is required to use Gov't transportation when it is reasonably available and directed. See par. 3220-A. However, 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, no reimbursement is authorized IAW par. 3320-A.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.

2. Medically Inadvisable Condition

a. A medically inadvisable condition is not limited to physical disability.

b. If an employee 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 employee 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.

C. Travel by Oceangoing Car Ferry. See Ch 3, Part I.

5590 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized

a. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.

b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

a. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.

b. The destination may be the new PDS, some other point selected by the employee , or both.

c. Reimbursement may not exceed the Gov't's costs over a usually traveled route between the old and new PDSs.

d. Travel to a first PDS may not exceed the Gov't's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS

1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

a. A current employee's PCS,

b. The initial appointment of certain employees, and

c. RAT.

2. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee

(1) From a CONUS PDS to an OCONUS PDS

(a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.

(b) The travel destination may be:

-1- The OCONUS PDS, or

-2- An alternate CONUS destination specified at the time of transfer.

See par. 6025-C, par 6050-C or Ch 7, Part D for exceptions.

(c) The Gov't's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov't/Gov't-controlled Qtrs or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the Qtrs before dependent travel to an OCONUS PDS

is authorized.

(e) For mandatory Qtrs vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

(2) Between OCONUS PDSs. When an employee is:

(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(2) OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

c. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. 5836, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.

c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.

d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.

e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

a. Authority for dependent(s) travel from OCONUS at Gov't expense is determined by:

(1) An employee's transportation eligibility, or

(2) The appropriate OCONUS command when the Gov't's best interest is served by the dependent(s) early return. See Ch 5, Part B3 for dependent early return.

b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov't-funded travel.

c. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must ***not*** be authorized.

d. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov't expense as the employee's dependent.

e. A former dependent's travel is authorized when the employee:

(1) Is assigned to a U.S. PDS;

(2) Travels to the actual residence in the U.S. for separation; or

(3) Travels to the U.S. pursuant to renewal agreement.

See pars. 5590-C3 and 7065.

f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.

g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part B3.

2. When Authorized. Dependent travel may be authorized ICW:

   a. A PCS, or

   b. Return for separation.

See par. 5590-C3.

3. Travel Origin and Destination

   a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

      (1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

         (a) At the employee's OCONUS PDS,

         (b) A place other than the OCONUS PDS, or

         (c) Partially at both.

      (2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

      (3) The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

   b. Return of an Employee for Separation

      (1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't

         (a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov't, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

         (b) Travel costs to an alternate destination anywhere in the world may be allowed.

         (c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

         (d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

      (2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov't. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't

(a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.

(b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

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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 minimum payment based on 1 or 2 week's basic gross pay includes locality pay and is calculated based on the new PDS location. 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 gross pay;

2. Employees with Dependents. Pay the lesser of $1,300 or the equivalent of 2 week's basic gross pay; 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 gross pay.

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-I 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. The maximum payment (1 or 2 week's basic gross pay) includes locality pay and is calculated based on the new PDS location.

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:

a. Claim is justified by receipts of expenses incurred, and

b. Total amount does not exceed the employee's basic gross pay of:

(1) 1 week, if the employee is without dependents, or

(2) 2 weeks, if the employee has dependents who were relocated.

2. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

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. GSBCA 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 (GSBCA 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 (GSBCA 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 (GSBCA 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 (GSBCA 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 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION c: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

6025 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT

A. Purpose. A safe haven evacuation allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven evacuation allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. 6005-B, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven evacuation allowances, even though no longer command-sponsored.

NOTES:

1. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.

2. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. Lodgings Plus Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven evacuation allowance computed using the Lodgings Plus computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The Lodgings Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see App A, per diem definition and Ch 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, NTE the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the Lodgings Plus computation method described in Ch 4, Part B, Sections 1-3 applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven evacuation allowance M&IE portion even if not authorized the safe haven evacuation allowance lodging portion for any given day. See the computations in par. 6025-G. ***Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven evacuation allowance payable under par. 6025 may be paid in advance as in par. 6001-H.

2. Authority Termination

a. Authority for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. 6025-B2a above, safe haven evacuation allowances authorized in par. 6025 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authority for evacuation safe haven evacuation allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. 6005-B5).

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long- term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven evacuation allowance lodging portion for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. 6020-D or 6025-F to a safe haven or designated place;

2. A member's OCONUS PDS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's OCONUS PDS; the safe haven evacuation allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

*1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. 6025-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 or older is authorized the full evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. 6025-B2) at:

*a. 60% of the locality per diem rate for the area for a dependent age 12 or older, and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Chief, requesting an increased safe haven evacuation allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be forwarded to the Per Diem, Travel and Transportation Allowance Committee by:

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

b. FAX: (571) 372-1301

c. E-Mail: ***dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil***, or

d. Message: SECDEF WASHINGTON DC//DTMO//.

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven evacuation allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Evacuation allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6025-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances as in par. 6025-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request a dependent is authorized to travel between:

a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or

b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) are paid under par. 6025-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6025-D1.

a. The maximum 180-consecutive-day period authorized in par. 6025-D1,

b. The date the dependent departs the safe haven for the designated place (or converts the safe haven to a designated place), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. Safe Haven Evacuation allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement directing the relocation to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent ordered to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6025-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ ordered, is at a safe haven thereat and is authorized the safe haven evacuation allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. 7155-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. 6020-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

a. Would have otherwise returned under par. 7155-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Evacuation Allowances when Away from Safe Haven. Safe haven evacuation allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. 6025-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Dependent student (at the safe haven under par. 6025-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances while at a designated place. When a command-sponsored dependent or a dependent student selects a designated place and moves there, or converts the safe haven location to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6025-D.

2. Converts the safe haven to a designated place, or a dependent student who converted the school location to a designated place, is authorized safe haven evacuation allowances as in par. 6025-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6025-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven evacuation allowance begins on the dependent's initial arrival date at the designated place or the date their safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted, but safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place as in par. 6025-D for a safe haven. The Secretarial Process may approve safe haven evacuation allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authority to travel to the member's PDS on personally-procured transportation subject to reimbursement by the Gov't (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven evacuation allowances based on the locality per diem rate for the area concerned, computed as shown in par. 6025-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authority to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6025-C and 6025-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.

3. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

****4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.***

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging tax (8%). The maximum locality per diem rate was $127 ($66/ $61).

(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. 6025-D1:

Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate ($127), which in this case is $61 for M&IE and NTE $66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.

	M&IE	Max Lodging	Total
Member's spouse:	$61.00	$66	$127.00
Child (age 12 or older)	$61.00	$66	$127.00
Child (under age 12)	$30.50 ($61.00 x 50%)	$33 ($66 x 50%)	$63.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$165	$317.50

(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($152.50 for M&IE and NTE $165 for lodging), as follows:

M&IE:	$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is

	less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$222.50 (Daily amount that is payable to dependents (within the maximum $317.50 established in (a) for the three dependents' costs incurred for the first 30 days)
Lodging Tax:	$5.60
Total:	$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
*Child (age 12 or older)	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
Child (under age 12)	$18.30 ($61 x 30%)	$19.80 ($66 x 30%)	$38.10
Max daily amount payable for the 3 dependents' costs:	$91.50	$99	$190.50

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($91.50 for M&IE and NTE $99 for lodging), as follows:

M&IE:	$91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($99) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$161.50 (Daily amount that is payable to dependents (within the maximum $198.50 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31st to the 180th days)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE	Max Lodging	Total
Member's spouse:	$40	$44	$84
*Child (age 12 or older)	$40	$44	$84
*Child (age 12 or older)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Max daily amount payable for the 4 dependents' costs:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	*$140 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

(d) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
*Child (age 12 or older)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
*Child (age 12 or older)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$12 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Max daily amount payable for the 4 dependents' costs:	$84	$92.40	$176.40

(e) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

M&IE:	*$84 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)
Total:	$176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60/day is payable to cover the lodging costs.

EXAMPLE 3

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6025-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. 6025-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was $192 (136/ $56).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. 6025-D1):

*Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full per diem rate ($192), which in this case is $56 for M&IE and NTE $136 for lodging.

	M&IE	Max Lodging	Total
Member's spouse:	$56	$136	$192
*Child (age 12 or older)	$56	$136	$192
Max daily amount payable for the 2 dependents' costs:	$112	$272	$384

(b) The actual total daily amount, within the maximum amounts shown in (a) ($112 for M&IE and NTE $272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. 6025-B1)).
Total:	$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
*Child (age 12 or older)	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Max daily amount payable for the 2 dependents' costs:	$67.20	$163.20	$230.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $163.20 for lodging), as follows:	
M&IE:	$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. 6025-B1)).
Total:	$67.20 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS designated place.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%)/day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. 6025-E. The maximum locality rate at the arrival point at the time of travel was $139 ($78/ $61). The maximum locality rate at the designated place was $207 ($141/ $66).

(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. 6025-E):

Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%)	CONUS arrival point	Designated Place

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($139), which in this case is $61 for M&IE and NTE $78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$61.00	$78	$139.00
Child (age 14)	$61.00	$78	$139.00
Child (age 9):	$30.50 ($61.00 x 50%)	$39 ($78 x 50%)	$69.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$195	$347.50

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($152.50 for M&IE and NTE $195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE for travel on 14 August ($152.50 x 75% = $114.38).

M&IE:	$114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($195) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. 6025-E:

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($207), which in this case is $66 for M&IE and NTE $141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$66	$141	$207
Child (age 14)	$66	$141	$207
Child (age 9):	$33 ($66 x 50%)	$70.50 ($141 x 50%)	$103.50
Max daily amount payable for the 3 dependents' costs:	$165	$352.50	$517.50

(d) The actual total daily amount, within the maximum amounts shown in (c) ($165 for M&IE and NTE $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	$165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$315 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the

	three dependents' costs for 27 days)
Lodging Tax:	$18.75
Total:	$333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days (27 days x $333.75/day = $9,011.25)).

6030 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the designated place under par. 6040.

2. Paid at a rate of $25/day/family group, regardless of the number of dependents with no receipt required.

C. When Not Payable. ***An allowance under par. 6030 may not be paid for any day that reimbursement is received under par. 6040-D for expenses incurred to rent a motor vehicle.***

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION c: SAFE HAVEN ALLOWANCE

6095 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. 6075-A, including a dependent who turned 21 while at the safe haven/designated place, is authorized safe haven evacuation allowances.

NOTE:

1. Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement.

2. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. Lodging Plus Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the Lodging Plus computation method for each day the dependent is in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The Lodging Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. App A PER DIEM definition and Ch 4, Part B for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. 4130-G applies. ***That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative***. This restriction does not apply when the dependent leases a house, apartment (i.e., lodging) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See the computations in par. 6095-G. ***Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge.*** Par. 6095 safe haven evacuation allowances may be paid in advance as in par. 6120-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. 6095-B2a(1) or 6095-B2b(2), above, safe haven evacuation allowances,

authorized in par. 6095-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. 6075-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the designated place); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. 6095-D or par. 6095-F to a safe haven or designated place;

b. A member's CONUS PDS to a safe haven or designated place;

c. One safe haven to another safe haven;

d. A safe haven to a designated place, or;

e. A safe haven or designated place to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. 6095-C1, to a dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. 6095-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven

evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/ or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. 6085-D) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. 6085) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6095-D1. When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances in par. 6095-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

(a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or

(b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. 6095-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6095-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto, if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement to relocate to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6095-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent

from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location, who is absent from the safe haven for personal reasons provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a designated place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodging and M&IE expenses while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6095-D.

2. Converts the safe haven to a designated place, is authorized safe haven evacuation allowances as in par. 6095-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6095-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place using par. 6095-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to Gov't reimbursement,

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a designated place

is authorized safe haven evacuation allowances at the applicable per diem rate for the area concerned, computed as shown in par. 6095-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured

transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6095-C and 6095-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to safe haven evacuation allowances.

3. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used .to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

****4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. . There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.***

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $146 ($90/ $56).

(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($146), which in this case is $56 for M&IE and NTE $90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$56		$90		$146
Child (age 12 or older)	$56		$90		$146
Child (under age 12)	$28	$56 x 50%	$45	$90 x 50%	$73
Max daily amount payable for the 3 dep:	$140		$225		$365

(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($140 for M&IE and NTE $225 for lodging), as follows:

M&IE:	$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$240	Daily amount that is payable to the dependents within the maximum $365/day established in (a) for the three dependents for each of the first 30 consecutive days.
Lodging Tax:	$11.50	
Total:	$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.

(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:

	M&IE		**Max Lodging**		**Total**

Member's spouse:	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (age 12 or older)	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (under age 12)	$16.80	$56 x 30%	$27	$90 x 30%	$43.80
Max daily amount payable for the 3 dep:	$84.00		$135		$219.00

(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($84.00 for M&IE and NTE $135 for lodging), as follows:

M&IE:	$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$184.00	The daily amount that is payable to dependents within the maximum $219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.
Lodging Tax:	$11.50	
Total:	$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

EXAMPLE 2

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (under 12)	$35.50	$71 x 50%	$77.50	$155 x 50%	$113
Max daily amount payable for the 4 dep:	$248.50		$542.50		$791

(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and NTE $542.50 for lodging), as follows:

M&IE:	$248.50	*The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$468.50	Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60

Child (under 12)	$21.30	$71 x 30%	$46.50	$155 x 30%	$67.80
Max daily amount payable for the 4 dep:	$149.10		$325.50		$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and NTE $325.50 for lodging), as follows:

M&IE:	$149.10	*The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily Amount:	$369.10	Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days.

EXAMPLE 3

A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6095-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. 6095-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $186 ($130/$56).

(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. 6095-D1,

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is $186 ($130/ $56).

	M&IE		Max Lodging		Total
Member's spouse:	$56		$130		$186
Child (age 12 or older)	$56		$130		$186
Max daily amount payable for the 2 dependents:	$112		$260		$372

(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($112 for M&IE and NTE $260 for lodging), is determined as follows:

M&IE:	$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).
Total:	$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.

(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Child (age 12 or older)	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Max daily amount payable for the 2 dependents:	$67.20		$156.00		$223.20

(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $156for lodging), is determined as follows:

M&IE:	$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).
Total:	$67.20	The actual daily amount paid for the 2 dependents' costs on 31st to 180th consecutive days.

EXAMPLE 4

Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.

The travel itinerary was as follows:
Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August.
Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%).
Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. 6095-E. The maximum locality rate at the CONUS location en route, at the time of travel was $155 ($99/ $56). The maximum locality rate at the designated place was $161 ($110/ $51).

(a) The maximum safe haven evacuation allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. 6095-E):

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($148), which in this case is $44 for M&IE and NTE $99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$56		$99		$155
Child (age 14)	$56		$99		$155
Child (age 9)	$28	$56 x 50%	$49.50	$99 x 50%	$77.504
Max daily amount payable for the 3 dependents:	$140		$247.50		$387.50

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and NTE $247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:

The dependents are authorized 75% of the M&IE allowance for 14 August ($140 x 75% = $105).

M&IE:	$105	The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount.
Lodging Tax:	$11.40	
Total:	**$212.28**	Actual amount (including lodging tax) paid to dependents for the 3 dependents' costs on 14 August.

(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. 6095-E.

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($161), which in this case is $51 for M&IE and NTE $110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$51		$110		$161
Child (age 14)	$51		$110		$161
Child (age 9)	$25.50	$51 x 50%	$55	$110 x 50%	$80.50
Max daily amount payable for the 3 dependents:	$127.50		$275		$402.50

(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($127.50 for M&IE and NTE $275 for lodging), is determined as follows:

M&IE:	$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$105	The actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$232.50	The daily amount that is payable to dependents within the maximum $402.50 established in (c) for costs incurred by the 3 dependents for 27 days.
Lodging Tax:	$13.13	
Total:	$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days (27 days x $245.63 = $6,632.01).

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 5: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

6585 PURPOSE

Per diem is provided to assist an employee with the excess costs involved in temporarily maintaining dependents at a safe haven.

6590 LODGING PLUS PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT

A. Safe Haven Allowance Authorization. An evacuated employee and/or dependent is authorized a safe haven allowance using the Lodging Plus per diem computation method for each day in an evacuation status.

B. Actual Expense Restriction. Actual expense allowances in Ch 4, Part C, do not apply to an evacuation.

C. Lodging Plus. The Lodging Plus per diem computation method consists of a lodging ceiling and an M&IE allowance.

D. Expenses. See the definition of per diem, in App A , for expenses that per diem covers.

E. Lodging Reimbursement. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the authorized daily lodging portion of the locality per diem rate.

F. Lodging with a Friend/Relative (see par. 4130-G)

1. Lodging cost is ***not*** reimbursable if an evacuated employee/dependent stays with a friend/relative while at a safe haven.

2. Lodging cost ***is reimbursable*** if an employee/dependent leases lodging (e.g., a house, apartment) from a friend/relative with a bona fide, standard written lease. In this situation the friend/relative does not jointly occupy the leased lodging.

G. M&IE Payment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See example in par. 6595-B.

H. Gov't Dining Facility. Gov't dining facility availability/use has no effect on per diem for an employee/dependent(s) even if they are used without charge.

I. Advance Payment. Per diem payable under this par. may be paid in advance IAW Ch 6, Part B4, §550-403(d).

6595 PER DIEM COMPUTATION

A. General

1. Lodging tax is a reimbursable expense (App G) in addition to per diem while:

a. At a CONUS/non foreign OCONUS safe haven, or

b. Traveling in a CONUS/non-foreign OCONUS area.

2. Lodging tax is ***not*** a reimbursable expense while:

a. At a foreign OCONUS safe haven, or

b. Traveling in a foreign OCONUS area.

3. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are ***not*** separately reimbursable expenses. ***There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.***

B. Computation Example

COMPUTATION EXAMPLE

PER DIEM INCIDENT TO EVACUATION

The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.

An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was $95 plus $7.60/day for lodging tax (8%). The maximum per diem applicable at that location was $146 ($85/ $61).

(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($146) ($85/ $61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.

	M&IE	**Max Lodging**	**Total**
Employee:	**$61**	**$85**	**$146**
Employee's spouse	**$61**	**$85**	**$146**
Child (age 12 or older)	**$61**	**$85**	**$146**
Child (under age 12)	**$30.50** ($61 x 50%)	**$42.50** ($85 x 50%)	**$ 73**
Max daily amount that may be paid for costs incurred by the employee and 3 dependents	**$213.50**	**$297.50**	**$511**

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($213.50 for M&IE and NTE $297.50 for lodging), as follows:	
M&IE:	$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($297.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$308.50 (Daily amount that is payable to the employee and dependents (within the maximum $511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	$7.60/day
Total:	$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:

	M&IE	**Max Lodging**	**Total**
Employee	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Employee's spouse	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (age 12 or older)	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (under age 12)	**$18.30** ($61 x 30%)	**$25.50** ($85 x 30%)	**$43.80**
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	**$128.10**	**$178.50**	**$306.60**

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($128.10 for M&IE and NTE $178.50 for lodging), as follows:	
M&IE:	$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$223.10 (Daily amount payable to the employee and dependents within the maximum $306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60/day
Total:	$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

7000 FEML TRANSPORTATION

A. Policy. FEML policy is established for Uniformed Service members in DoDI 1327.06 (Leave and Liberty Policy and Procedures), Encl. 2, subsection 1.j.(8). This policy is adopted and used for DoD civilian employees and applies to all Uniformed Service members.

B. Eligibility

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

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

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

a. Command sponsored (member only)/authorized (employee), and

b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

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

D. Dependent Travel

1. A dependent may travel independently of the traveler and may travel even if the traveler does not.

2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The Gov't funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the Gov't's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

E. Number of FEML Trips

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

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

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

3. A member taking IPCOT assignments is authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the member then serves a 36 month IPCOT, the member would be eligible for two FEML trips during that second 36 month tour.

4. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. See Par. 7000-N if the employee does not complete the FEML tour length.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or end of the 24 or 36-month tour.

2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36-month tour.

3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from CBCA 1067-TRAV, 26 June 2008).

G. Waiver Authority. A Combatant Commander is authorized, on a case by case basis, to waive the six month or three month rule when appropriate.

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

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

*1. FEML Location. To qualify, a location must meet DoDI 1327.06 requirements and be designated by an authority listed in App S.

2. FEML Destination. The authorized FEML destination, determined IAW DoDI 1327.06, is listed in App S.

3. Alternate Destination(s)

a. A traveler may select destination(s) different from the authorized destination in App S and be reimbursed NTE the cost of Gov't provided transportation to the authorized destination.

b. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares ***may*** be available for use.

c. ***If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).***

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

a. **Example 1**

A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city pair airfare between Bahrain and Frankfurt, Germany.	
The policy constructed airfare (App A1) (incorporating some city-pair airfare connections) is $1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city pair airfare to/from Boston:	$1,400
Round trip policy constructed airfare to/from Boston:	$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city pair airfare may be used to/from Boston. The traveler's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. **Example 2**

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

J. Transportation

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

2. Restrictions

*a. A traveler/dependent(s) taking a FEML trip must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler/dependent(s) taking a FEML trip may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (App A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes; and

*d. May not use cruise or tour packages to/from the authorized destination.

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

3. Procurement. Commercial air transportation must be IAW par. 2400.

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees**.**

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

(3) Ground transportation between interim terminals.

(4) Transportation to and from transportation terminals (excluding terminal parking fees).

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for FEML travel:

(1) Per diem;

(2) Meal tickets;

(3) Meals and lodging;

(4) Excess accompanied baggage (except for the first checked bag); and/or

(5) Unaccompanied baggage.

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

6. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

K. **RESERVED**

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

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

M. Charge to Leave (Employees Only). See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

N. Repayment of FEML Transportation Costs (Employees Only). An employee must repay FEML transportation costs if the tour is not completed, unless the lack of completion is a result of:

1. Compassionate transfer,

2. Management initiated transfer,

3. Involuntary separation through no fault of the employee, or

4. Training needs,

5. Reporting date adjustments between losing and gaining PDSs.

O. Order (Employees Only)

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

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

3. Commercial Air Transportation. See par. 3525.

4. Arranging Official Travel. See par. 2400.

P. Legal Authority. Legal authority for FEML is10 USC §1599B; 22 USC §4081(6).

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

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

7005 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

1. DoDI 1327.06 (Leave and Liberty Policy and Procedures), Encl. 2, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation for Uniformed Service members. This policy is adopted by, and used for, DoD civilian employees.

2. Under DoDI 1327.06, upon traveler request, the applicable COCOM Commander or the designated representative who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in DoD's best interest.

3. All restrictions outlined in DoDI 1327.06 apply to the USCENTCOM R&R Leave program, unless otherwise directed in this regulation.

4. Non-DoD Services should consult their Service regulations.

B. General

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

2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.

3. Arranging Official Travel. See par. 2400.

4. Commercial Aircraft Use. See Ch 3, Part F.

5. Legal Authority for this Part. 10 USC §1599b and 22 USC §4081(6) and (8).

6. Charge to Leave (Employees Only). See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

7. Travel Order (Employees Only). The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (App I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.

2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:

a. Standard Tour. One per 12 month period.

b. TDY. R&R is for a traveler who is serving a tour length under a TDY order for duty of 12 months or more (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in App U.

c. Extended Tour. Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave. See par. 7005-E5c.

3. R&R Travel Combined with other Authorized Travel. ***Unless it is requested by the traveler***, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel (or paternity leave, for **DoD Members**, in DoDI 1327.06, Enclosure 2, par. 1j(9)(d)), the COCOM Commander may authorize the combined travel/leave, provided it is in the Gov't 's best interest.

4. 60 Consecutive Day Requirement

a. R&R may be taken after 60 consecutive days, in the App U location, are completed.

b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

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

1. R&R Location. A location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. 7005-D5. ***Do not send designation requests to PDTATAC.***

2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in App U.

3. Alternate Destination

a. A traveler may select a destination different from the authorized destination in App U and be reimbursed NTE the cost of Gov't provided transportation to the authorized destination.

b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.

c. ***If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to/from the alternate destination.***

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

a. **Example 1**

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip policy constructed airfare (App A1) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	$1,400
Round trip policy constructed airfare between OCONUS Location A and CONUS Location D is:	$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	

Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.
The traveler's financial responsibility is $1,600 of which $1,200 is reimbursable.

b. **Example 2**

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

5. Location Designation/Re-designation

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

(1) DoD Services: PDUSD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;

(4) U.S. Coast Guard: Commandant (CG-133), U.S. Coast Guard.

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

E. Transportation

1. Limitations. R&R transportation is only for members and employees.

2. Restrictions

*a. A traveler taking an R&R trip must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler taking an R&R trip may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes.;

*d. A traveler taking an R&R trip may not use cruise or tour packages to/from the authorized destination; and

*e. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling R&R travel.

3. Procurement. Commercial air transportation must be IAW par. 2400.

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees**.**

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

*(3) Ground transportation between interim terminals.

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for R&R travel:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

5. Time Limitation

a. Standard Tour. The traveler must have served more than 90 days in the R&R location prior to taking the1st R&R leave.

b. Contingency Tour. The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour. Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

6. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

F. Official Duty in Iraq, Afghanistan, or Pakistan (Employees Only). Transportation for an eligible employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. 7005-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.***

1. Authorized Transportation. The employee:

a. Is authorized round trip transportation to the designated locations provided in App U, and

b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW DoDI 1400.25, Vol. 630.

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

2. Authority

a. P. L. 109-234 (Sec. 1603, Iraq and Afghanistan),

b 22 USC §4081(6),

c. OSD (P&R) memo dated 4 May 2007,

d. P. L. 110-417 (Sec. 1102, Iraq and Afghanistan),

e. OSD (P&R) memo dated 20 October 2008 (Iraq and Afghanistan),

f. P. L. 111-84 (Sec. 1107, Pakistan),

g. OSD (P&R) memo dated 27 December 2011 (Pakistan),

h. 5 USC §9904, and

i. OUSD (P&R) memo of 27 December 2011.

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

a. 6 or more Months but Fewer than 12 Months. An employee:

(1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and

(2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.

b. 12 Consecutive Months. An employee:

(1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12 month service period, and

(2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and

(3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).

4. Limitations. An:

a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual (DoDI 1400.25, Vol. 630) and/or other personnel related written material; and

b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.

5. Retroactive Benefits and Gratuities

a. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met.

b. DoD Components must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

c. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW OUSD (P&R) memo dated 27 December 2011.***

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 3: EMERGENCY LEAVE

7010 TRANSPORTATION IN PERSONAL EMERGENCIES (MEMBERS ONLY)

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW DoDI 1327.06 (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.

2. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

*3. Restrictions.

*a. A traveler taking an emergency leave trip must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler taking an emergency leave trip may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes.;

*d. A traveler taking an emergency leave trip may not use cruise or tour packages to/from the authorized destination; and

*e. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees.

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

*(3) Ground transportation between interim terminals.

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for emergency leave travel:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. 7260-A incident to the burial of a deceased member.

6. Travel Across CONUS. Travel across CONUS is at Gov't expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship/unit operation, or

c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. 4090-I, 4090-J, or 4090-K.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.

3. Eligible Dependent. An eligible dependent is one who:

a. Is command sponsored and resides OCONUS with the member,

b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or

c. Resides in CONUS, the emergency leave location is OCONUS, and the member:

(1) Is on permanent duty OCONUS, or

(2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

a. As used in par. 7010, domicile is a member's HOR or place:

(1) From which first called (or ordered) to active duty,

(2) Of first enlistment, or

(3) Of permanent legal residence.

b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:

a. Transportation from an originating location to a destination, and

b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. 7010.

2. The authorized locations listed below (including those in par. 7010-C4b(3)) are official travel locations, and available contract city pair airfares ***may*** be used.

3. Examples

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

a. **Example 1**

A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	$1,200
Round trip city pair airfare between the PDS and Location A:	$1,400
Round trip policy constructed airfare between the PDS and Location A:	$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no ***city pair airfare may be used*** to/from Location A.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. **Example 2**

A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	$1,200
Round trip city pair airfare between the PDS and Location A:	$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city pair airfare to/from Location A ($980) NTE the $1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. 7010-B1a and 7010-B1b and dependent(s) described in pars. 7010-B3a and 7010-B3b:

a. Authorized origins are:

(1) A member's PDS;

(2) The dependent's other OCONUS location; or

(3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. 7010-B1c and dependent described in par. 7010-B3c, check par. 7010-B3a.***

b. Authorized destinations are:

(1) Either:

(a) The CONUS international airport closest (IAW 37 USC §481d the closest CONUS port of entry is the standard of measure) to the location from which the member/dependent departed and to which air transportation is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. 7010-C3; ***NOTE: Par. 7010-C4b(1)(a) creates the sole criterion for the cost limit to be used for transportation to another airport.***

(2) An airport in a Non-Foreign OCONUS Area (App A1); or

(3) Any foreign OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

5. Member and Dependent in CONUS. For a member described in par. 7010-B1c and dependent described in par. 7010-B3c:

a. Authorized origins are the international airports nearest the:

(1) Member's PDS, or

(2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

(1) An international airport in a non-foreign OCONUS area, or

(2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

7015 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT (MEMBERS ONLY)

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e)) between the TDY/unit location or ship and the:

1. PDS,

2. Home port, or

3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Policy and Procedures) for DoD Services and/or Service regulations (par. 1015-C2i).

*B. Transportation Restrictions

*1. A traveler under this paragraph must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*2. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*3. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes.;

*4. Travel and transportation allowances are the same as if traveling on TDY; and

*5. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. 7015-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City Pair Airfare Use. The locations listed in par. 7015-A are official travel locations, and available contract city pair airfares may be used. ***If the member travels to a more expensive 'other' location, city pair airfares are not authorized.***

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port.

2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. 7015-D.

3. See par. 7040 for travel and transportation allowances when a ship relocates during the member's authorized absence.

4. Examples. ***The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs***. Even though payable, per diem and transportation costs to/from terminals are not included in the examples

a. **Example 1**

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city pair airfare between Ft. Campbell and Ft. Belvoir and the policy constructed airfare (App A1) (incorporating some city pair airfare connections) is $400.	
City pair airfare cost from Ft. Campbell to Denver	$500
Policy constructed airfare cost from Ft. Campbell to Denver	$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city pair airfare to Denver. The member's financial responsibility is $600 of which $400 is reimbursable.	

b. **Example 2**

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	$320
City pair airfare from Ft. Hood to Atlanta	$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city pair airfare to Atlanta ($280) NTE the cost to Ft. Belvoir ($320).	

7020 EMERGENCY VISITATION TRAVEL (EVT) (EMPLOYEES ONLY)

A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part F.

2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A3.

3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part B4.

4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.

5. Travel to Visit a Wounded/Ill Employee. Ch 7, Part H2.

B. General

1. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Gov't expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

2. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

3. Restrictions

a. EVT is not permitted for travel wholly within the foreign PDS area/country.

b. An employee away from the foreign OCONUS PDS:

(1) On leave in a CONUS/non-foreign OCONUS location, or

(2) TDY in a CONUS/non-foreign OCONUS location

is not eligible for EVT.

4. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

5. Authority. EVT is authorized in the following circumstances:

a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. 7020-F3and 7020-O).;

b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (App A1) to the place of interment anywhere in the world (pars. 7020-F3 and 7020-P).;

c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. 7020-R).; and

d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S.

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

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

E. Limit on Number of Travelers

1. General. Ordinarily, the employee ***or*** one eligible family member (***not both***) is authorized travel at Gov't expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

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

a. A critical injury to a dependent child attending school away from the PDS,

b. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,

c. A nursing child needs to accompany the mother, or

d. Preschool children to accompany a single parent.

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

F. Definitions

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

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

a. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

b. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A1 - dependent/ immediate family);

c. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/spouse/ domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

c. Spouse or domestic partner.

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

a. Spouse or domestic partner;

b. A child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

c. A parent of the employee/spouse/domestic partner; and

d. A sibling (including stepbrother and/or stepsister) of the employee/ spouse/domestic partner for cases of death.

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

5. Parent. A "parent" is the mother/father of the employee/spouse/domestic partner, including stepparent, adoptive parent, or an individual who has stood in place of a parent (App A1 - dependent/immediate family). ***In no circumstance may an individual be deemed to have more than two parents.***

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

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

G. Transportation Reimbursement

1. Reimbursable Transportation Related Expenses

a. The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(1) TMC fees,

(2) Charges for the first checked bag, and

(3) Arrival/departure taxes/fees**.**

(b) Currency conversion fees (par. 2830), for allowable transportation costs.

*(c) Ground transportation between interim terminals.

2. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

*3. Restrictions

*a. A traveler under this paragraph must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes; and

*d. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

*4. Transportation Cost Limitations. See par. 7020-H.

H. Travel Limitations

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

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

3. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/ domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence (App A1), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

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

5. Accommodations. Accommodations must be in coach ***(unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. 3510-A)*** or, when air service is not available, minimum first class ship, rail, or bus service.

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

7. Authorized Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

8. U.S. Flag Air Carriers. U.S. flag air carriers must be used except as in par. 3525.

I. Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. 3525, use of commercial aircraft; par. 2400, arranging official travel).

J. Refund. An employee must repay Gov't paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. **Example**: Return to the CONUS or non-foreign OCONUS area and resignation.

K. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

L. Leave Under the Family Medical Leave Act of 1993. Following are links to websites with information about leave under the Family Medical Leave Act Program.

1. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306)).

2. Federal Employee Entitlements under the Family and Medical Leave Act of 1993.

3. OPM Final Regulations on Family and Medical Leave.

4. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification.

M. Effect of EVT on RAT. Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 7, Part A3 - RAT.

N. EVT Followed by FVT

1. Waiting Time. If an employee is eligible for FVT, there must be a minimum three month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.
2. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

O. EVT for Medical Reasons

1. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. 7020-B5b.

2. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so

that the AO (with the assistance of a medical authority if available) can make a determination whether the medical condition of the family member meets the requirements of par. 7020-F7. The necessary information includes:

a. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;

b. The telephone number of the attending physician or hospital; and

c. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

3. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

4. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. 7020-F7, the AO may authorize/approve the EVT request. The AO must not authorize/ approve any request that does not meet the requirements in par. 7020-F7. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

5. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

6. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse/ domestic partner has already identified two individuals as parents for EVT and (a) subsequent request(s) for EVT elects a third parental individual to visit.

7. Travel in Advance of Authority Being Provided

a. Employee/Spouse/Domestic Partner Elects to Travel before Authority Is Provided. The employee/ spouse/domestic partner may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

(1) Personal expense of the employee subject to reimbursement in the event of subsequent approval; or

(2) Gov't expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.

b Repayment Acknowledgement. An employee traveling in advance of authority for transportation at Gov't expense must execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

"I, _____ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in Joint Travel Regulations (JTR), Chapter 7, Part A, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse/domestic partner) _____ become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Ch 7, Part A. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

_____ _____ _____

Signature	**Date**	**Typed Name**

After execution of the Repayment Acknowledgement, the AO may authorize transportation.

c. After Return to the PDS. In each case in which EVT is taken in advance of EVT transportation authority, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member's medical status at the commencement of EVT met the requirements of par. 7020-F7. If the AO determines that the family member's status did not satisfy the requirements, all EVT expenses become the employee's financial responsibility.

P. EVT in the Event of an Immediate Family Member's Death

1. Limitation. Only one round trip may be taken by either the employee or the spouse/domestic partner in the death of any immediate family member.

2. Beginning Travel. Travel must begin as soon as practicable upon notice that the immediate family member has died.

3. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area ***(whether death occurs at the PDS or elsewhere in a foreign area)***, one round trip to the place of interment is allowable for each eligible family member resident at the PDS (par. 7020-B5b).

4. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse or domestic partner) of the deceased.

Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies

1. General. When the employee, or employee's spouse or domestic partner, travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

a. Reimbursement for the round trip visitation travel already taken at personal expense, or

b. Subsequent EVT round trip travel for the interment of that sibling.

2. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. 7020-Q1a is limited to par. 7015-G1 requirements, and must conform to par. 7015-H. Par. 7015-G2 lists unauthorized EVT expenses.

R. Incapacitated Parent

1. Travel Purpose. Travel must be to:

a. Arrange medical care,

b. Arrange home care services, or

c. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

2. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

a. Eyesight of a parent (see par. 7365-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;

b. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;

c. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or

d. Similar circumstances.

3. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner. ***The employee/spouse/ domestic partner may choose to use both EVT trips in this category ICW the needs of one parent.***

Example: Employee takes EVT in 2006 and again in 2010 to care for the employee's mother. In 2012 the employee's father needs to be placed in an assisted living facility. Because the employee already used the two lifetime round trips to care for the employee's mother, the employee may not be authorized EVT to care for the employee's father.

4. EVT Traveler. The employee may designate the spouse or domestic partner to travel in the employee's place or the employee may travel in the spouse's/domestic partner's place.

5. Authorization Procedure

a. The employee:

(1) Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-R (Incapacitated Parent).

(2) Should provide as much detail as available at the time of the request for travel at Gov't expense that demonstrates that the request is consistent with the requirements in par. 7020-B5c.

(3) May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

b. At a minimum the certification must include:

(1) The number of EVT trips already taken by employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-P.

(2) The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

(3) A detailed description of the circumstances for which the EVT allowance is being claimed; and

(4) If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship that supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse or domestic partner.

SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse/ domestic partner)** to travel to the location of my (**or eligible spouse's or domestic partner's**) parent, _____ who resides at: _____ to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (**or eligible spouse's or domestic partner's**) parent may not be able to continue living independently:
_____

I hereby declare that, if approved, this will be my ☐Employee ☐Spouse☐Domestic Partner ☐first/☐second eldercare trip at Government expense during my lifetime IAW Joint Travel Regulations, par. 7020-R3.

_____	_____	_____
Signature	**Date**	**Typed Name**

6. Request Submission. The request must be submitted to the AO. The AO must notify the requester of the action taken on the Gov't funded travel request.

7. Travel without Prior Authority

a. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation is permitted, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the parent's health status and travel purpose described above. The employee is financially liable for any expenditure not approved.

b. In the event the employee or the employee's spouse or domestic partner elects to travel in advance of authority being provided, the following statement must be included in the employee certification:

"I have read and understand JTR, par. 7020-Q, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse or domestic partner) (Name)*** become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in JTR, Ch 7, Part A3. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

S. Unusual Personal Hardship

1. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD Component concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. 7020-Q (Medical Reasons); 7020-P (Immediate Family Member's Death); and 7020-R (Incapacitated Parent). Requests for authorization/ approval of Gov't funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

2. Travel without Prior Authority. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. 7020-Q procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. 7020-S for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

T. EVT Table

EMERGENCY VISITATION TRAVEL					
Travel Authorized	**Who May Travel**	**Visitation Objective**	**Authorization**	**Action Required by Employee**	**Limitation of EVT Visit**
Medical (Serious Illness or injury) See pars. 7020-B5a & 7020-O	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part A3	Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. 7020-B5b & 7020-P	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part A3	Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Fam-ily Member Death Employee/family member dies outside CONUS/ non-foreign OCONUS area. See pars. 7020-B5b & 7020-P.	Employee; and eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. 7020-B5c & 7020-R	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part A3	Submission of self-certification acceptable to the AO[1]. Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. 7020-B5d & 7020-S.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD Component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case by case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. 7020-B5c & 7020-R (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

7025 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR Part 301-30)

A. General

1. Eligibility (FTR §301-30.1). Travel and transportation expenses may be authorized/approved when an employee discontinues/interrupts a TDY travel assignment before completion because of:

a. An incapacitating illness/injury not due to the employee's misconduct, or

b. The death or serious illness of a family member, or

c. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

*2. Transportation Restrictions

*a. A traveler under this paragraph must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes; and

*d. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

*3. Medical Travel. See par. 7110 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.

*4. Emergency Leave from the PDS. Gov't funded emergency leave transportation from the PDS under this Part is not authorized.

B. DoD Component Responsibility/Authority Delegation

1. Authorization/Approval. A DoD Component may authorize/approve reimbursement for transportation and per diem expenses, under this Part, based on the employee's personal situation and the Service's/DoD Component's mission.

2. Delegation of Authority. Delegation of authority must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C. Employee Responsibility and Documentation (FTR §301-30.3)

1. General. The employee should immediately contact the AO for instructions when:

a. Incapacitated by illness/injury, or

b. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

2. Reimbursement. Payments may be approved after travel has been performed.

D. Definitions. As used in this Part, the following definitions apply:

1. PDS. In addition to the App A1 definition, "PDS" also refers to the home/regular business place as it pertains to experts and consultants described in 5 USC §5703.

2. Alternate Location

a. An "alternate location" is a destination, other than the employee's PDS or the point of interruption, where necessary medical services or a personal emergency situation exists.

b. In the case of an employee's illness/injury, the nearest hospital/medical facility capable of treating the illness/injury is ***not*** an alternate location.

3. Employee's Incapacitating Illness/Injury

a. An "incapacitating illness/injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment (temporarily or permanently).

b. A sudden illness/injury may include a recurrence of a previous medical condition thought to have been cured or under control.

c. The illness/injury may occur while the employee is at, or en route to/from, a TDY location.

4. Family (FTR §301-30.2)

a. "Family" means those dependents, defined in App A1, who are members of the employee's household at the time the emergency situation arises.

b. For compassionate reasons, and when warranted by the circumstances of an emergency situation, the DoD Component may include other members of an employee's extended family and the family of the employee's spouse/domestic partner. Individuals named in App A1, who are not dependents/members of the employee's immediate household, fall within this group.

c. The DoD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

5. Personal Emergency Situation. "Personal emergency situation" means:

a. The death or serious illness/injury of an employee's family member, or

b. A catastrophic occurrence/impending disaster such as a fire, flood, or act of God that directly affects the employee's family/home at the PDS, and occurs while the employee is at, or en route to/from, a TDY location.

6. Serious Illness/Injury of Family Member. "Serious illness/injury of a family member" means:

a. A grave, critical, or potentially life threatening illness/injury,

b. A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available, or

c. Situations involving less serious illness/injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

7. Fire, Flood, or Act of God

a. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes.

b. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

E. Employee's Incapacitating Illness/Injury

1. General (FTR §301-30.4). When an employee interrupts/discontinues a travel assignment because of an incapacitating illness/injury (par. 7020-D3), transportation expenses and per diem may be allowed to the extent provided below.

2. Per Diem Continuation at the Interruption Point

a. Interruption Point. The interruption point may include the nearest hospital/medical facility capable of treating the employee's illness/injury.

b. Per Diem. Per Diem:

(1) Is authorized for an employee who interrupts the TDY assignment ***because of an incapacitating illness/injury***, and takes any type of leave.

(2) Must not exceed the maximum per diem rate for the location at which the interruption occurs.

(3) May be continued for a reasonable period, ordinarily NTE 14 calendar days for any one absence. The Service/DoD Component may authorize/approve a longer period if justified by the circumstances of a particular case.

(4) ***Is not allowed while an employee is confined to a hospital/medical facility that is***:

(a) Within proximity of the PDS, or

(b) The one to which the employee would have been admitted if the illness/injury had occurred while at the PDS (FTR §301-30.5).

c. Payments from Other Federal Sources (FTR §301-30.5). Per diem must not be paid or, if paid, must be reimbursed to the Gov't if the employee receives hospitalization/is reimbursed for hospital expenses under any Federal statute (including hospitalization in a VA/military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program) while in a travel status in par. 7020-E2.

d. Documentation and Evidence of Illness

(1) The type of leave and its duration must be stated on the travel voucher.

(2) No additional evidence of the illness/injury is submitted with the travel voucher.

(3) Evidence filed with the DoD Component is sufficient. This evidence must be IAW OPM annual and sick leave regulations.

3. Return to PDS/Home

a. General

(1) En route transportation and per diem expenses must be allowed for return travel to the PDS when an employee discontinues a TDY assignment because of an incapacitating illness/injury.

(2) Return travel may be from the interruption point or other point where the per diem allowance was continued (par. 7020-E2).

(3) If, when the employee's health has been restored, the Service/DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location, such return is a new travel assignment at Gov't expense.

b. Employee's Attendant/Escort

(1) Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.

(2) An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.

(3) Round trip transportation between the PDS and the TDY station or one way transportation between those points is authorized for the attendant/escort (B-169917, 13 July1970).

4. Travel to an Alternate Location and Return to the TDY Assignment

a. Conditions and Allowable Expenses

(1) Reimbursement for certain excess travel costs may be allowed (par. 7020-E4b) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:

(a) For travel to an alternate location to obtain medical services, and

(b) To return to the TDY assignment,

(2) This interruption must be authorized with the approval of an appropriate DoD Component official,

(3) The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. 7020-D2).

b. Excess Cost Calculation

(1) Reimbursement authorized/approved under par. 7020-E4a is the excess actual travel costs:

(a) From the interruption point,

(b) To the alternate location, and

(c) Return to the TDY assignment,

that exceed the constructed cost of round trip travel between the PDS and the alternate location.

(2) The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:

(a) Interruption point to the alternate location, and

(b) Alternate location to the TDY assignment.

(3) ***No per diem is allowed for the time spent at the alternate location.***

(4) The constructed travel cost is:

(a) The sum of transportation expenses the employee would have incurred for round trip travel between the PDS and the alternate location (had the travel begun at the PDS), ***PLUS***

(b) TDY per diem for the appropriate en route travel time.

The excess cost that may be reimbursed is the difference between the two calculations.

F. Personal Emergency Situation

1. Return to PDS/Home

a. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.

b. Authorization/approval for return travel from the interruption point to the PDS is required.

c. A new TDY travel order must be issued if the DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location after the personal emergency is resolved.

d. Contract city pair airfares may be used ICW par. 7025-F1.

2. Travel to an Alternate Destination and Return to the TDY Location

a. An employee may:

(1) Interrupt a TDY assignment due to a personal emergency,

(2) Take leave for travel to an alternate destination where the personal emergency exists, and

(3) Return to the TDY assignment.

b. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. 7025-E4.

c. ***Contract city pair airfares may NOT be used ICW par. 7025-F2.***

3. Discount Airfare Use

a. Contract city pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. 7025-F1.

b. Contract city pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

c. If a contract city pair airfare is not available, policy constructed airfare(see App A1) (including a lower or equal airfare offered by a non-contract carrier limited to a Gov't traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

d. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

4. Return to the PDS

a. ***When the employee is authorized emergency leave return travel, from the interruption/ discontinuance point to the PDS, transportation must be arranged through a TMC, if one is available. See par. 2400.***

b. An unused portion of Gov't funded transportation for the TDY assignment must be used if possible.

c. The DoD Component and the employee must ensure proper accountability for all unused tickets.

5. Travel to an Alternate Destination

a. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD Component may:

(1) Procure transportation, or

(2) Provide an advance of funds for the employee to procure transportation.

b. Reimbursement to the Gov't. The employee must reimburse the Gov't for any Gov't funded transportation cost/travel advance in excess of the authorized/approved reimbursement.

c. City Pair Airfares. City pair airfares may:

(1) Be used only when transportation is entirely Gov't funded, and

(2) ***May not be used for travel to an alternate destination***.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 4: SPECIAL REST AND RECUPERATION (SR&R)

MEMBERS ONLY

7030 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

A. Authority. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to:

1. 15 days (for personnel completing an overseas tour of 12 or fewer months), or

2. 20 days (for personnel completing an overseas tour longer than 12 months)

of SR&R absence (DoDI 1327.06, Encl. 2, subsec. 6f).

B. Eligibility. A member must meet the following DoDI 1327.06 requirements:

1. Be entitled to basic pay,

2. Have a specialty designated for SR&R purposes,

3. Complete a tour of duty at a designated OCONUS PDS,

4. Extend that tour for not less than a year, and

5. Does not elect a non-transportation option under 10 USC §705.

C. Transportation

1. Authorized Transportation. Gov't funded round trip transportation is authorized between the OCONUS PDS and:

a. The nearest CONUS aerial POE (10 USC §705(b)(2)), or

b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. Gov't/Gov't Procured Transportation. Round trip Gov't/Gov't procured transportation is authorized and must be used, if available.

*3. Transportation Restrictions

*a. A traveler under this par. must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes;

and

*d. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,
(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees**.**

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

*(3) Ground transportation between interim terminals.

b. Authorized Reimbursement. Transportation reimbursement is:

(1) Authorized for:

(a) Transoceanic travel and overland air travel (par. 5018-C4),

(b) Overland surface travel at actual cost, and

(c) POC travel on a mileage basis for the official distance, using the 'Other Mileage Rate' in par. 2600.

(2) NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for SR&R travel:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

5. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

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

E. Contract City Pair Airfares. Travel to and from the alternate location is official travel, and contract city pair airfares may be used but only if the contract city pair airfare to the alternate destination does not exceed the cost of the contract city pair airfare to the nearest CONUS aerial POE.

F. Transportation Reimbursement Examples

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

1. **Example 1**

Member's PDS is in an OCONUS location and the nearest CONUS aerial POE is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	$1,200
City pair airfare to Location B =	$1,400
Policy constructed airfare to Location B =	$1,600
Since transportation to Location B is more expensive than transportation to Location A, city pair airfare may not be used to Location B.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

2. **Example 2**

Member's PDS is in an OCONUS location and the nearest CONUS airport is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	$1,200
City pair airfare to Location B =	$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city pair airfare to Location B ($980) NTE the $1,200 cost to Location A.	

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 9: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE

MEMBERS ONLY

7060 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Part A for COT leave travel between authorized locations.

2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. 4780, and Ch 3, Part D.

3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:

a. Consecutive tours of duty at the same PDS (see App A1 definition of IPCOT), or

b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

(1) One tour is unaccompanied, or

(2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DoDI 1315.18).

2. Military Personnel Assignments. See Procedures for Military Personnel Assignments.

3. COT Requirements for Alaska or Hawaii PDS. See DoDI 1315.18, Encl 4, par. 8.b.(2)(a) for the COT requirements for a DoD member assigned to Alaska or Hawaii.

4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see App A1, except a child described in item 8 of the definition) on the:

a. Last day of the member's first tour at the old OCONUS PDS; or

b. Member's PCS order effective date to the new OCONUS PDS; and

2. Is command sponsored for both tours;

3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and

4. Accompanies the member during both tours.

***NOTE*: COT leave travel and transportation allowances are authorized for a command sponsored dependent born during a COT leave deferral period.**

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares ***are authorized***.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

b. From the old to the new OCONUS PDSs via an authorized destination; or

c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. 7060-E3.

2. Authorized Destination

a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.

b. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***

c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.

d. Examples. ***Costs in these examples are not actual costs and are used for illustration only.***

(1) Example 1

Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.	
The policy constructed airfare (App A1) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections):	$1,200
Member desires to utilize COT travel to CONUS Location B.	
City pair airfare to/from CONUS Location B:	$1,400
Least expensive policy constructed airfare to/from CONUS Location B:	$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	
The member is ***not responsible*** for the additional $200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.	

(2) Example 2

Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city pair airfare trip cost:	$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city pair airfare to/from CONUS Location B:	$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B ($840) NTE the $980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place IAW par. 5052.

5. Temporarily Absent from the PDS. Pars. 5042-A, 5044 (member) and 5090 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).***

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under DoDI 1327.06, a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the member, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in Gov't's interest.

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Transportation

*a. A traveler under this paragraph must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes; and

*d. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling COT travel.

e. The following is an example. Costs in this example are not actual costs and are used for illustration only.

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.
City pair airfare one way transoceanic trip cost is $775
Member elects not to use the CTO (policy violation and par. 1245) for COT leave travel from the PDS to the HOR.
Traveler purchased a one way transoceanic ticket for $500
*Transoceanic airfare reimbursement ($500) is not authorized IAW pars. 3220-A and 5020-B.

*f. POC Use. When the Service authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A1 definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.	
3. The destination per diem rate @ the time of travel was $139 ($100/ $46).	
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =	$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =	$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	$ 17.25

7. City pair airfare cost (one way for member and 2 eligible travelers): $599/traveler x 3 travelers =		$ 1,797.00
8. Ground transportation from OCONUS residence to airport =		$ 50.00
Total constructed Gov't city pair airfare cost =		**$1,924.63**
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$ 704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x $129/day =		$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =		$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =		$ 580.50
Total actual amount =		**$ 3,316.74**

In this example, the city pair airfare to the CONUS HOR is less expensive than POC MALT Plus travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of $599/person if the Service did not authorize/approve POC use.

The member is financially responsible for the additional cost ($3,316.74 - $1,924.63) of $1,392.11.

If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized MALT Plus on behalf of eligible travelers. See par. 7060-F1c.

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.		
3. The destination per diem rate at the time of travel was $146 ($100/ $46).		
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =		$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =		$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of $17.25/child x 2 children =		$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: $969/traveler x 4 travelers =		$3,876.00
8. Ground transportation from OCONUS residence to airport =		$ 70.00
Total constructed Gov't city pair airfare cost =		**$4,040.88**
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x $129/day = $1,161	
Member's authorized per diem =		$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of $580.50/child x 2 children =		$ 1,161.00
Total actual amount =		**$3,897.24**
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC MALT Plus travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of $3,897.24. If the Secretarial Process authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (par. 7060-F1c).		

2. Travel Status. A member is in a travel status (see par. 2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. 7060 if a member elects:

a. 15 days leave and transportation, under par. 7030, or

b. Either of two other options available in lieu of transportation under par. 7030, (i.e., cash, or 30 days leave without funded transportation. See DoDI 1327.06.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 10: RENEWAL AGREEMENT TRAVEL (RAT)

7065 RAT LEAVE (EMPLOYEES ONLY)

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. ***See pars. 7065-C and 7065-D for an employee serving tours of duty in AK or HI.***

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

B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. 7065-B2 to be eligible for the allowances in par. 7065-A.

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

a. Satisfactorily completed the prescribed tour of duty (par. 5840-C and App Q3 for prescribed tours of duty), and

b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. 7065-N1, 7065-N2, and 7065-N3 and return and any additional cost paid by the Gov't as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

c. (For HI or AK) Eligibility under pars.7065-C and 7065-D.

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

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

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

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

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

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

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

remote area positions.

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

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

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

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

E. Allowable Travel and Transportation

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

2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. 7065-C).

3. See par. 2400 for the mandatory use of TMCs for transportation arrangements.

4. See par. 7065-L for per diem.

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

*6. Transportation Restrictions

*a. A traveler under this paragraph must use Gov't transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs. See par. 3220-A.;

*b. A traveler under this paragraph may use commercial transportation if Gov't transportation is not reasonably available;

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Gov't transportation cost MUST NOT be used for cost comparison purposes; and

*d. The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 7065-P, RAT may be denied only when the employee:

a. Is being processed for separation, or

b. Is going to be involved in a RIF, or

c. Has a removal action pending, or

d. Has been reassigned to a U.S. position, or

e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay

a. General

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

(2) RAT at Gov't expense may not be denied to an employee who has earned it except IAW par. 7065-F1.

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

(4) RAT ordinarily is performed between OCONUS tours of duty (par. 5842-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

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

(a) The employee is engaged on a project that is scheduled for completion within a reasonable time,

(b) There is a temporary personnel shortage, or

(c) For other good reasons.

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

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. 5840-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

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

(2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. 5840-C5).

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

OCONUS Service Limitation

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

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

G. Travel in Family Units Not Required. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. 7065-P.

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

I. Baggage Transportation

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

2. Excess Baggage

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

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

3. Unaccompanied Baggage (UB). UB:

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

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

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

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

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

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized ICW/in addition to this shipment IAW par. 7065-I. Transportation under par. 7065-J is in place of UB the employee may be authorized to transport under the provisions of par. 7065-I.

NOTE: See par. 5656-B for UB ICW PDT.

K. HHG SIT. See Chapter 5, Part B for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. ***No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. 7065-E for allowable travel and transportation allowances.

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

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

Renewal Agreement Travel			
NOTE: See the Standard CONUS per diem rate or par. 2025 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.			
4. Maximum per diem rate at time of travel $142 ($91/ $51) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x $51 (M&IE) =	$ 38.25
	9/2- 9/30	No per diem	0.00
	10/1	75% x $108 =	$ 81.00
	10/1 – 10/2	75% x $108 (M&IE) =	$ 81.00
Total Reimbursement			**$200.25**
6. Par. 5550-B applies and the destination M&IE rate ($51) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a & 5550-B3.			
8. ***Per diem for dependents is not authorized for RAT.***			

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. 7065-P.

N. Alternate Destination

1. Authorization

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

(1) A CONUS/non-foreign OCONUS location, or

(2) The country of the employee's actual residence.

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

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

d. The policy constructed airfare (App A1) is to be used for constructed cost purposes (App P1-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

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

a. **Example 1**

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The policy constructed airfare (App A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	$1.400
Least expensive policy-constructed airfare to/from CONUS Location C:	$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is $1,600 of which **$1,200 is reimbursable**.	

b. **Example 2**

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

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

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

a. Does not meet the conditions in par. 7065-P,

b. Is merely routed through the country of actual residence en route to another country, or

c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

a. Is determined in advance of travel and stated in the order,

b. Omitted from the order may be later added to the order as an amendment, or

c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

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

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. 7065-I and 7065-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused (38 Comp. Gen. 653 (1959)).

2. Unaccompanied Dependents. See par. 7065-G for an unaccompanied dependent's travel and transportation authority.

3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

4. Duplicate Eligibility. ***Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).***

5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

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

2. Exceptions

a. General

(1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

(2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

(3) Par. 7065-G (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

(4) The exceptions in par. 7065-P1 may be authorized/approved during a period of continuous service as provided in pars. 7065-P2B and 7065-P2C

b. Reassignment at Management's Request

(1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area,

may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

(2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

(3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

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

c. Attendance at an Accredited College/University

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

(a) Under an agreement to attend an accredited college/university,

(b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or

(c) Pursuing other specific professional preparations meeting current DoDEA requirements, or

(d) Attending courses that are required for continued certification in the teacher's home State.

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

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

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

(a) Course(s) completion, or

(b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. 7065-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

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

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

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

(a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,

(b) Evidence that the course of study is not feasible through other means,

(c) Proof/acceptance of the course of study, and

(d) Information regarding successful course completion.

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

3. HHG Storage between School Years. See par.5662-A.

a. Conditions. See par. 5662-A for HHG storage between school years.

b. In Addition to SIT. Authority for storage between school years (par. 5662-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

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

d. Administrative Arrangements

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

(2) The TO is responsible for storage arrangements.

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

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

f. Consecutive School Terms in Different Locations

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

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

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

Q. Dependent Transportation

1. When Authorized

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

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

c. In these cases, dependent transportation may be as provided in par. 7065-Q.

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

a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or

b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

3. Authorization Limitations. A dependent:

a. At the OCONUS PDS may:

(1) Accompany the employee, and/or

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

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

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

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

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

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

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

a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and

b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

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

RENEWAL AGREEMENT TRAVEL (RAT) RELOCATION ALLOWANCES (FTR, Part 302–3.209)	
Relocation Allowances that the DOD Component Must Pay/Reimburse	**Relocation Allowances that the DOD Component Has Discretionary Authority to Pay/Reimburse**
1. Transportation for employee and immediate family	1. HHG shipment to PDS. See par. 7065-O.

member(s). See Ch 5, Part B and FTR, Part 302–4. 2. Per diem for employee only. See par. 7065-L and FTR, Part 302–4.	2. Dependent Transportation to PDS. See par. 7065-G.

S. Travel and Transportation Funding

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

2. Return to a Different OCONUS PDS

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

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

(1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.

(2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)).

(3) All PCS costs when an employee transfers between activities funded by DoDEA.

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

a. An employee:

(1) Who:

(a) Returns to the U.S. under a renewal agreement, and

(b) Arranges a move to a PDS in the U.S. while on leave,

(2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.

c. If the Gov't incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.

d. Additional travel and transportation costs to the new PDS ***may*** be paid by the gaining activity. If the gaining activity ***does not authorize*** a PCS move, the losing activity ***must amend the order*** to provide for return from the losing activity to the actual residence for separation.

e. Travel and transportation expenses for separation are funded IAW par. 5516-D.

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

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

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 11: FAMILY VISITATION TRAVEL (FVT)

EMPLOYEES ONLY

See Ch 7, Part A3 for Emergency Visitation Travel (EVT).

7070 GENERAL

A. Purpose. FVT enables an eligible employee to travel at Gov't expense to:

1. The CONUS,

2. A non-foreign OCONUS area, or

3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.

2. Expenses are the responsibility of the employee's command.

3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

*(b) Charges for the first checked bag,

*(c) Arrival/departure taxes/fees**,** and

*(d) Ground transportation between interim terminals.

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for FVT:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

*4 Transportation Restrictions. A traveler under this paragraph:

*a. Must use Government transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs (See par. 3220-A),

*b. May use commercial transportation if Government transportation is not reasonably available, and

*c. May not exceed the policy-constructed airfare cost (App A1) for commercial transportation between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

*d. Is required to have an AO determination of "reasonable availability" after the AO considers mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov't expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

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

3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. 2800-B) or, when air service is not available, minimum first class rail or bus service.

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

5. U.S. flag carriers must be used except as indicated in par. 2800-C.

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

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. 3500 for commercial aircraft use.

3. Arranging Official Travel. See par. 2400 for arranging official travel.

H. Refund. An employee must repay Gov't paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or

2. Return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 7070-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:

a. Are evacuated from the foreign PDS, or

b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. 7070-I) may not exceed the cost of two economy/coach round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:

a. Scheduled transfer,

b. Departure on RAT, or

c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

a. Including travel time, and

b. Excluding days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. 5826).

2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:

a. Completion of tour,

b. Transfer,

c. Departure on RAT, or

d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

a. Including travel time, and

b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 7070-M are made through the Secretarial Process.

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.

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA ***eligibility*** starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or

b. On the day before the member departs in compliance with a PCS order, or

c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or

d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table 10A-1		
Rule	**If a member:**	**then BAH or OHA at the with-dependent rate begins on the date:** [1]
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the Qtrs are declared inadequate	on which designation of inadequacy of Qtrs is effective, if the member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption,	the dependent is acquired, if the member is not assigned

	etc.) [2]	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 23rd 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	before date dependency ceases.

	member, and such 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 2017***
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 2017.***

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.

E. OHA Unique Expenses. In some OCONUS locations members incur housing expenses for items that are not incurred in CONUS. Under the procedures in App K5, reimbursement may be authorized for specific locations and specific types of expenses.

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" (see 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, security, or infectious disease 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, 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 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, MIHA/Security and/or MIHA/Infectious Disease 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 four 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 N1, 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 N1, par. D for qualifying areas and additional rules.

Effective 7 December 2016
*d. MIHA/Infectious Disease. MIHA/Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. See App N1, par. E for 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, MIHA/Security, and MIHA/Infectious Disease, only one sharer may claim the individual expense. See App N1, pars. C, D, and E.

*6. Acceptable claims for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease must include proper documentation and detailed receipts for all expenditures must be provided.

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.

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.

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.

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). See Travel Management Company (TMC).

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.

<table>
<tr><th>DOD BRANCH OF SERVICE</th><th>DOD FIELD ACTIVITIES</th><th colspan="2">DEFENSE AGENCIES</th><th>JOINT SERVICE SCHOOLS</th></tr>
<tr><td rowspan="2">The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))</td><td>Defense Media Agency (DMA)</td><td>Defense Advanced Research Projects Agency (DARPA)</td><td>Defense Security Cooperation Agency (DSCA)</td><td rowspan="2">National Intelligence University (NIU)</td></tr>
<tr><td>Defense Prisoner of War/Missing Personnel Office (DPMO)</td><td>Defense Commissary Agency (DeCA)</td><td>Defense Security Service (DSS)</td></tr>
<tr><td>Department of the Army</td><td>Defense Technology Security Administration (DTSA)</td><td>Defense Contract Audit Agency (DCAA)</td><td>Defense Threat Reduction Agency (DTRA)</td><td>Defense Acquisition University (DAU)</td></tr>
<tr><td>Department of the Air Force</td><td></td><td>Defense Contract Management Agency (DCMA)</td><td>Missile Defense Agency (MDA)</td><td rowspan="2">National Defense University (NDU)</td></tr>
<tr><td>Department of the Navy (including the Marine Corps)</td><td>DoD Education Activity (DoDEA)</td><td>Defense Finance and Accounting Service (DFAS)</td><td>National Geospatial Intelligence Agency (NGA)</td></tr>
<tr><td rowspan="2">DoD Inspector General (DoD IG)</td><td>DoD Human Resources Activity (DHRA)</td><td>Defense Information Systems Agency (DISA)</td><td></td><td rowspan="2">Joint Professional Military Education Colleges</td></tr>
<tr><td>Office of Economic Adjustments (OEA)</td><td>Defense Intelligence Agency (DIA)</td><td rowspan="3">National Security Agency/Central Security Service (NSA/CSS)</td></tr>
<tr><td rowspan="2">U.S. Court of Appeals for the Armed Forces</td><td>Defense Health Agency (DHA)</td><td>Defense Legal Services Agency</td><td rowspan="2">Uniformed Services University of the Health Sciences (USU)</td></tr>
<tr><td>Washington</td><td>Defense Logistics</td><td>Pentagon Force</td></tr>
</table>

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
	Headquarters Services (WHS)	Agency (DLA)	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-C1, 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 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; 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 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

Footnotes

1. An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a member on active duty with a DoD Service in Iraq. The member (the parent)

executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf. See GSBCA 16337-RELO, 19 April 2004.

2. Generally, individuals are the employee's dependents if they receive at least 51% of their support from the employee/employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee/employee's spouse without which they would be unable to maintain a reasonable standard of living.

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 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' basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)). Also referred to as "invitational traveler" for TDY travel purposes only.

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 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 AUTO. An automobile (or light truck, as defined in 41 CFR part 102-34 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 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

1. A generic term used for Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms describing appropriated funds dining facilities.

2. This term excludes activities operated by non-appropriated funds, 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 dining facility, including dining facilities of a state National Guard Camp. A dining facility established and operated primarily for enlisted members is not included unless the dining facility 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.

GOVERNMENT INSTALLATION

1. A U.S. Installation;

2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.

3. A temporary installation where there are U.S. Gov't operations.

GOVERNMENT 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 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 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 2017.

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.

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.

INCIDENTAL EXPENSES. See Per Diem.

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.

INTERVIEWEE (Employees Only). An individual who is being considered for employment by an Agency. The individual may currently be a Gov't employee.

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.

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 TMC 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. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

*c. Expenses related to lodging that are listed in the room account;

*d. 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.

*F. Laundry

*1. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

*2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is ***not a reimbursable expense*** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA

PER DIEM 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 18 August 2016; 37 USC §481; 37 USC §1001; and DoDI 5154.31, Vol 5.

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 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.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Members Only). Cost of maid service and fee for electricity.

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 POC and other than those owned or under contract to an Agency. See Taxi.

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 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).

TAXI. Includes limousine service and Transportation Network Companies (companies that connect paying passengers with drivers for hire via websites and mobile apps). when permissible under local laws and ordinances.

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. Pre-payment 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 COMPANY (TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov't. Also called a Travel Management Center (TMC) under GSA's program, this was formerly referred to as a Commercial Travel Office (CTO) in the JTR. 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 electronic systems or other commercial methods 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, 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 TRANSPORTATION MODE (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 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. ***Use of the sample format is not mandatory. Refer to par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ _____Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at_____ _____by _____
(Date)

for the purpose of _____for approximately _____ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately Owned Conveyance

☐ The authorizing/order issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

☐ To arrange transportation call: (___)_____

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a Travel Management Company (TMC) if available. If the contract between the Gov't and the TMC does not permit the TMC to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of $.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of $75 or more plus any applicable tax.

☐ You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

*☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids and porters; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

The JTR is available on the Defense Travel Management Office website.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

APPENDIX G

QUICK REFERENCE TABLES FOR REIMBURSABLE AND NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES

This Appendix addresses commonly incurred expenses ICW official travel. It is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses. **See Ch 2, part M for detailed expense lists, restrictions, and governing regulations.**

A. Reimbursable Official Travel Expenses

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
Arrival or Departure Taxes or Fees	X	X	X	X
Baggage check in fee, curbside (Travelers with a disability/special need only)	X	X	X	X
Baggage, excess accompanied	X	X	X	X
Baggage Expenses (limited only to those authorized in par. 2830)	X	X	X	X
Baggage storage fee	X	X	X	X
Baggage transfer fee	X	X	X	X
Biometric fees (ICW a passport and/or visa)	X	X	X	X
Birth certificate	X	X	X	X
Computer internet connections		X		X
Conference Registration Fee		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X
Currency conversion fees	X	X	X	X
Currency conversion fees for other than GTCC (Members Only)	X	X		
Dependent fees	X	X	X	X
Deposits when TDY is curtailed/canceled/interrupted		X		X
Disease prevention measures	X	X	X	X
Driver (vehicle) services		X		X
Driver's License/permit (international) and photos, (for members and employees only, ***not dependents***)	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
Guide services		X		X
Insurance, driving related (in a foreign country only)		X		X
Interpreter services		X		X
Legal service fees ICW a passport, visa, green card, or changes in status	X	X	X	X
Lodging, dual		X		X
Lodging, daytime fees		X		X
Lodging, mandatory fees		X		X
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long-term TDY flat rate per diem. (Members Only)		X		

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
Lodging reimbursement while on leave, when receiving long-term TDY flat rate per diem (Employees Only)				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Merchant surcharge - GTCC *or* personal charge card (ICW official travel) (Members Only)	X	X		
Merchant surcharge - GTCC only (ICW official travel) (Employees Only)			X	X
Military working dog expenses		X		X
Paper ticket fees	X	X	X	X
Parking fees at a terminal		X		X
Passport fees ICW official travel (member, employee, and dependents)	X	X	X	X
Pet quarantine	X		X	
Photograph fees for OCONUS travel ICW a passport, visa, or green card	X	X	X	X
Physical examination fees ICW a visa	X	X	X	X
Prepaid rent forfeited when TDY is curtailed/canceled/interrupted		X		X
Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked	X	X	X	X
POC tax and license fee ICW TDY (Employees Only)				X
POC use on TDY (when POC use is advantageous to the Gov't)		X		X
Rental vehicle reimbursable expenses		X		X
Resort fees	X	X	X	X
Room rental		X		X
Service/processing/transaction fees for arranging transportation, rental car, and lodging accommodations	X	X	X	X
Special conveyance/rental vehicle expenses		X		X
Storage of property used on official business		X		X
Tips, baggage handling -- for traveler with a disability/special need	X	X	X	X
Tips, baggage handling -- for dep baggage that sponsor cannot handle when dep travels with the sponsor	X		X	
Tips, baggage handling -- for unaccompanied dependent's baggage	X		X	
Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation	X	X	X	X
Transportation between Interim Terminals	X	X	X	X
Transportation to/from the transportation terminal	X	X	X	X
Travel and transportation related expenses	X	X	X	X
Value added tax relief certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

B. Non-Reimbursable Official Travel Expenses

NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES
Baggage check-in fee, curbside
Communication services
*Laundry/dry cleaning and pressing of clothing
Medical fees
Mission related expenses
Passport fees for an acquired dependent (Members Only)
Personal expenses
Phone calls, official
Potable water and ice
Prepaid phone cards/cell phones
Registered traveler membership fee
Insurance, personal accident
Insurance, rental car (U.S./non-foreign OCONUS location)
Rental car damage ICW non-official business
Rental equipment purchase
Tips aboard commercial ships
Tips, baggage handling
Tips for handling Gov't property
Tips ICW Courtesy Transportation (e.g., hotel, park and ride or airport shuttles)

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APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

PART 1: TRAVEL PURPOSE IDENTIFIERS

*****DoD travelers Refer to ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel, for guidance on data elements and trip descriptions.

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APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs (See par. 3500-B)

See the DTMO website for an electronic version of this document.

A. General

1. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

2. City Pair Fare is Available. When a city pair fare is available, the AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

B. Checklist

Prior to booking travel arrangement(s), please review the following questions.			
No.	**Item**	**Yes**	**No**
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $200 or more on a U.S. domestic flight, or $300 on an International flight since these amounts are the change/cancellation fee charges)? **Example**: $475 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $200. Answer is yes since $200 + $200 = $400 which is still less than $475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

C. Restricted Airfare Determination

1. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

2. If the answer to any of the questions is "NO", then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

3. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

4. Restricted airfares must be purchased through the TMC and paid for with a GTCC. ***Restricted airfares may not be purchased through on-line booking services.***

D. Limitations and Restrictions

1. Par. 3045-E applies if a Gov't TMC is not available.

2. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

*3. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

☐ **Approved** ☐ **Disapproved**

_____	_____	_____
Approving Official's Name	**Approving Official's Signature**	**Date**

APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

PART 2: BRIEFING SHEET

MEMBERS ONLY

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. 10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. 10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfm***

*B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. 10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease, you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. 10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. ***If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then***

compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. 10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.***

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. ***The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.***

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

*E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of four components:

1. ***MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.***

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in App N.

***4.** MIHA/Infectious Disease is an actual expense component that covers infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. Qualifying locations are listed in App N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. 10028.***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

APPENDIX N

MOVE-IN HOUSING ALLOWANCES (MIHA)

MEMBERS ONLY

PART 1: MOVE-IN HOUSING ALLOWANCE (MIHA)

Par.	Contents
A.	General
B.	MIHA/Miscellaneous
C.	MIHA/Rent
D.	MIHA/Security
E.	MIHA/Infectious Disease
F.	Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
G.	Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim
H.	Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

PART 2: MIHA SECURITY LOCATIONS

PART 3: MIHA INFECTIOUS DISEASE LOCATIONS

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APPENDIX N: MIHA

PART 1: MOVE-IN HOUSING ALLOWANCE (MIHA)

MEMBERS ONLY

A. General

*1. The following four 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,

*c. MIHA/Security. An actual expense component that covers reasonable security-related upgrades to a dwelling, and

*d. MIHA/Infectious Disease. An actual expense component that covers reasonable infectious disease prevention-related upgrades to a dwelling, i.e., window/door screens.

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.

Effective 7 December 2016
*E. MIHA/Infectious Disease

*1. To qualify for MIHA/Infectious Disease, a member must be assigned to an approved medical threat area. See App N, Part 3 for authorized MIHA/Infectious Disease locations.

*2. When possible, costs for the prevention of infectious diseases to the dwelling should be borne by the landlord through the lease at the outset or through modification to the lease. 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. If the landlord pays the cost and increases the rent on the unit to recover the upgrade expenses, the member is not authorized MIHA/Infectious Disease.

*3. When the Centers for Disease Control and Prevention determines that a significant medical threat exists, and the Embassy does not cover the costs of prevention of infectious diseases to the dwelling, the senior officer in country may submit a request for designation of the duty station as a MIHA/Infectious Disease authorized location. The request may be sent by letter, e-mail, or fax to the PDTATAC at the addresses below.

***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 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/Infectious Disease claim as well as all detailed receipts. MIHA/Infectious Disease expenses should be entered in Part C of DD Form 2556 and indicated on the form as MIHA/Infectious Disease. Part C now only reflects MIHA/Security. 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 infectious disease prevention-related expenses). A detailed receipt for all expenses must be provided. The same expense cannot be claimed as a Rent expense, Security expense, and/or Infectious Disease expense.

*5. When the MIHA/Infectious Disease 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 medical-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, accompanying receipts and other documentation must be maintained at the member's PDS. For locations served by housing offices, the Housing Office must retain the copies of the DD Forms 2556, accompanying receipts and other documentation.

*F. 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.

*G. 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 – Infectious Disease-Related Expenses. Report only infectious disease prevention-related upgrades, i.e., window/door screens. Expenditures not related to the physical dwelling, such as medical equipment, are not reimbursable. A receipt of any expense must be provided.

*5. DD Form 2556, Part E – 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 detailed receipt for all claimed expenses must be provided.

*6. DD Form 2556, Part F – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

*H. 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.

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*APPENDIX N: MIHA

*PART 3: MIHA INFECTIOUS DISEASE LOCATIONS

*MEMBERS ONLY

Location	Date Established
*Brazil	*7 December 2016
*El Salvador	*7 December 2016
*Paraguay	*7 December 2016

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APPENDIX P: CITY PAIR PROGRAM

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

A. City Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. **Second**, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the Gov't a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly $2 billion annually. ***GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.***

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, TMC, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

B. City Pair Program Policy FAQs

1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation through the TMC (see App A1) is available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or

b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or

c. A U.S. flag non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE 1 to paragraph (c)*: This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. flag carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.**

***NOTE 2 to paragraph (c)*: The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.**

***NOTE 3 to paragraph (c)*: Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.**

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the Travel Management Company (TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use 'other than economy/coach' airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for 'other than economy/ coach' service when the contract carrier offers an 'other than economy/coach' contract airfare. 'Other than economy/coach' service accommodations must be authorized IAW par. 3520.

2. Can I upgrade to business class seating at Gov't expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, 'other than economy/coach' travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a medical authority and authorized by the 'other than economy/coach' AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating 'options' and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a Gov't requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your Travel Management Company (TMC) or check the following city pair website http://www.gsa.gov/portal/category/27228.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with **–**CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

***NOTE 1*: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.**

***NOTE 2*: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.**

b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc.). The only difference between the YCA and **–**CA is that there are a limited number of seats on the less costly **–**CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and **–**CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a **–**CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. City Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?

A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is $251 and roundtrip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** City pair airfares may be used IAW par. 4090-C.

NOTE: TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What Gov't sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

a. **Employee**: RAT (see par. 7065 and App I3-E4b), FVT (par. 7070), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Member**: COT (par. 7060), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

F. GSA Points of Contact**.** GSA - Airfares (City Pair Program) at www.gsa.gov/city pairs or contact GSA by email at Travel.Programs@gsa.gov or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. ***Only those without Internet access should call***.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

1. Member and each command-sponsored dependent; and

2. DoD civilian employee and each dependent.

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

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

*D. Location Designation/Recertification

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

a. DoD Services: DASD (MPP) IAW DoDI 1327.06;

b. NOAA: Director, NOAA Corps;

c. PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and

d. U.S. Coast Guard: Commandant (CG-13), U.S. Coast Guard.

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

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

*F. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Albania, Tirana	EUCOM	Baltimore	***28 Sep 2012***
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Angola, Luanda	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Argentina, Buenos Aires	SOUTHCOM	Miami	***15 Jun 2013***
Armenia, Yerevan	EUCOM	Baltimore	***28 Sep 2012***
Australia			
Alice Springs	PACOM	Honolulu	***15 Feb 2013***
Learmouth (incl. Exmouth)	PACOM	Perth	***15 Feb 2013***
Azerbaijan, Baku	EUCOM	Baltimore	***28 Sep 2012***
Bahrain, Manama	CENTCOM	Baltimore	***1 May 2013***
Bangladesh, Dhaka	PACOM	Honolulu	***15 Feb 2013***

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Barbados, Bridgetown	SOUTHCOM	Miami	***15 Jun 2013***
	USPHS		***15 Jun 2015***
Belize, Belmopan	SOUTHCOM	Miami	***15 Jun 2013***
Benin, Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	***31 Jan 2015***
Bolivia, La Paz	SOUTHCOM	Miami	***15 Jun 2013***
Bosnia, Sarajevo	EUCOM	Baltimore	***10 Apr 2014***
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Brazil			
Brasilia	SOUTHCOM	Miami	***15 Jun 2013***
Rio de Janeiro	SOUTHCOM	Miami	***15 Jun 2013***
Sao Paulo	SOUTHCOM	Miami	***15 Jun 2013***
Bulgaria, Sofia	EUCOM	Baltimore	***28 Sep 2012***
Burkina Faso, Ouagadougou	AFRICOM	Frankfurt	3 June 2016
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Cambodia, Phnom Penh	PACOM	Honolulu	***15 Feb 2013***
	USPHS		***15 Feb 2015***
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Chile, Santiago	SOUTHCOM	Miami	***15 Jun 2013***
China			
Beijing	PACOM	Honolulu	***15 Feb 2013***
	USPHS		***15 Feb 2015***
Shanghai (*eff. 8 Jul 2011)*	PACOM	Honolulu	***7 Jul 2013***
Colombia, Bogota	SOUTHCOM	Miami	***15 Jun 2013***
Costa Rica, San Jose	SOUTHCOM	Miami	***15 Jun 2013***
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Croatia, Zagreb	EUCOM	Baltimore	***28 Sep 2012***
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	***15 Jun 2013***
Havana (USCG members only)	USCG	Miami	***31 Jan 2018***
Curacao **(USCG members only; *eff 15 Sep 2015*)**	USCG	Miami	***15 Sep 2017***
Cyprus, Nicosia	EUCOM	Baltimore	***10 Apr 2014***
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Djibouti	AFRICOM	Baltimore	***17 Apr 2013***
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	***15 Jun 2013***
	USPHS		15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	***15 Jun 2013***
Egypt, Cairo	CENTCOM	Baltimore	***1 May 2013***
El Salvador, San Salvador	SOUTHCOM	Miami	***15 Jun 2013***
Estonia, Tallinn	EUCOM	Baltimore	***10 Apr 2014***
Ethiopia, Addis Ababa	AFRICOM	Baltimore	***27 May 2012***
	USPHS		***27 May 2014***
Fiji, Suva	PACOM	Honolulu	***15 Feb 2013***
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Georgia, Tbilisi	EUCOM	Baltimore	***28 Sep 2012***
Ghana, Accra	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Greece			
Athens	EUCOM	Baltimore	***10 Apr 2014***
Larissa	EUCOM	Baltimore	***28 Sep 2012***
Greenland, Thule 1/	EUCOM	Baltimore	***09 Aug 2014***
Guatemala, Guatemala City	SOUTHCOM	Miami	***15 Jun 2013***
	USPHS		15 Jun 2015
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Guyana, Georgetown	SOUTHCOM	Miami	***15 Jun 2013***
	USPHS		15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	***15 Jun 2013***
Honduras, Tegucigalpa	SOUTHCOM	Miami	***15 Jun 2013***
Hong Kong	PACOM	Los Angeles	***15 Feb 2013***
India			
Hyderaba *(eff 8 Jul 2011)*	PACOM	Honolulu	***7 Jul 2013***
New Delhi	PACOM	Honolulu	***15 Feb 2013***
	USPHS		31 Mar 2017
Indonesia, Jakarta	PACOM	Honolulu	***15 Feb 2013***
Iraq *(eff 2 May 2011)*	CENTCOM	Baltimore	***1 May 2013***
Island of Mauritius *(eff 25 Aug 2016)*	AFRICOM	Frankfurt	***24 Aug 2018***
Israel, Tel Aviv	EUCOM	Baltimore	***28 Sep 2012***
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	***15 Jun 2013***
Jordan, Amman	CENTCOM	Baltimore	***1 May 2013***
Kazakhstan, Astana	CENTCOM	Baltimore	***1 May 2013***
	USPHS		***1 May 2015***
Kenya, Nairobi	AFRICOM	Baltimore	***17 Apr 2013***

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
	USPHS		***17 Apr 2015***
Kosovo, Pristina (*eff 29 Sep 2010)*	EUCOM	Baltimore	***28 Sep 2012***
Kuwait	CENTCOM	Baltimore	***1 May 2013***
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	***1 May 2013***
	USPHS		***1 May 2015***
Laos, Vientiane	PACOM	Honolulu	***7 Jul 2013***
Latvia, Riga	EUCOM	Baltimore	***9 Aug 2014***
Lebanon, Beirut	CENTCOM	Baltimore	***1 May 2013***
Lesotho, Maseru *(USPHS only, eff 26 Nov 2013)*	USPHS	Baltimore	***31 Jan 2015***
Liberia, Monrovia *(eff 12 Sep 2008)*	AFRICOM	Baltimore	***27 May 2012***
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Lithuania, Vilnius	EUCOM	Baltimore	***10 Apr 2014***
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	***10 Apr 2014***
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Malawi, Lilongwe *(eff 25 Aug 2016)*	AFRICOM	Frankfurt	***24 Aug 2018***
Malaysia, Kuala Lumpur	PACOM	Sydney	***15 Feb 2013***
Mali, Bamako	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Malta, Valletta *(eff 29 Sep 2010)*	EUCOM	Baltimore	***28 Sep 2012***
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Mexico, Mexico City	NORTHCOM	San Antonio	***27 Sep 2012***
Moldova, Chisinau	EUCOM	Baltimore	***10 Apr 2014***
Mongolia, Ulaanbaatar	PACOM	San Francisco	***15 Feb 2013***
Montenegro, Podgorica	EUCOM	Baltimore	***10 Apr 2014***
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Myanmar, Rangoon	PACOM	Honolulu	***15 Feb 2013***
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Nepal, Katmandu	PACOM	Honolulu	***15 Feb 2013***
Nicaragua, Managua	SOUTHCOM	Miami	***15 Jun 2013***
Niger, Niamey	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Oman, Muscat	CENTCOM	Baltimore	***1 May 2013***
Pakistan, Islamabad	CENTCOM	Baltimore	***1 May 2013***

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Panama, Panama City	SOUTHCOM	Miami	***15 Jun 2013***
Paraguay, Asuncion	SOUTHCOM	Miami	***15 Jun 2013***
Peru, Lima	SOUTHCOM	Miami	***15 Jun 2013***
Philippines, Manila	PACOM	Honolulu	***15 Feb 2013***
Poland, Warsaw	EUCOM	Baltimore	***28 Sep 2012***
Qatar, Doha	CENTCOM	Baltimore	***1 May 2013***
Romania			
Bucharest	EUCOM	Baltimore	***10 Apr 2014***
Oradea *(eff 22 Jul 2011)*	EUCOM	Baltimore	***21 Jul 2013***
Russia, Moscow	EUCOM	Baltimore	***10 Apr 2014***
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	***1 May 2013***
Jeddah	CENTCOM	Baltimore	***1 May 2013***
Jubail	CENTCOM	Baltimore	***1 May 2013***
Khamis	CENTCOM	Baltimore	***1 May 2013***
King Khalid Military City	CENTCOM	Baltimore	***1 May 2013***
Riyadh	CENTCOM	Baltimore	***1 May 2013***
Tabuk	CENTCOM	Baltimore	***1 May 2013***
Taif	CENTCOM	Baltimore	***1 May 2013***
Senegal, Dakar	AFRICOM	Frankfurt	***27 May 2012***
Serbia, Belgrade	EUCOM	Baltimore	***28 Sep 2012***
Sierra Leon, Freetown *(eff 18 Apr 2011)*	AFRICOM	Washington Dulles International Airport	***17 Apr 2013***
Singapore	PACOM	Honolulu	***15 Feb 2013***
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
South Sudan, Juba	AFRICOM	Frankfurt	3 June 2016
Spain, Albacete *(eff 11 Apr 2012)* For Personnel Assigned to Los Llanos Air Base	EUCOM	Baltimore	***10 Apr 2014***
Sri Lanka, Colombo	PACOM	Honolulu	***15 Feb 2013***
Sudan, Khartoum *(eff 18 April 2011)*	AFRICOM	Washington Dulles International Airport	***17 Apr 2013***
Suriname, Paramaribo	SOUTHCOM	Miami	***15 Jun 2013***
Syria, Damascus	CENTCOM	Baltimore	***1 May 2013***
Taiwan, Taipei	PACOM	Sydney	***15 Feb 2013***
Tajikistan, Dushanbe	CENTCOM	Baltimore	***1 May 2013***
	USPHS		***1 May 2015***
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	***27 May 2012***
	USPHS		***27 May 2014***
Thailand, JUSMAGTHAI *(eff 21 Jan 2009)*			

Authorized FEML Location	Command	Authorized Destination	Recertification Due Date
Bangkok	PACOM	Honolulu	***15 Feb 2013***
	USPHS		***15 Feb 2015***
Chiang Mai	PACOM	Honolulu	***15 Feb 2013***
Timor-L'Este, Dili *(eff 20 June 2012)*	PACOM	Honolulu	***19 June 2014***
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	***15 Jun 2013***
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	***27 May 2012***
Turkey, Ankara	EUCOM	Baltimore	***10 Apr 2014***
Turkmenistan, Ashgabat	CENTCOM	Baltimore	***1 May 2013***
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Ukraine, Kiev	EUCOM	Baltimore	***10 Apr 2014***
	USPHS		10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	***1 May 2013***
Uruguay, Montevideo	SOUTHCOM	Miami	***15 Jun 2013***
Uzbekistan, Tashkent	CENTCOM	Baltimore	***1 May 2013***
Venezuela, Caracas	SOUTHCOM	Miami	***15 Jun 2013***
Vietnam, Hanoi	PACOM	Honolulu	***15 Feb 2013***
	USPHS		***15 Feb 2015***
Yemen, Sana'a	CENTCOM	Baltimore	***1 May 2013***
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	***27 May 2012***
	USPHS		***27 May 2014***

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

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