

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 MARCH 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 169-16(E) -- Disallow Lodging Expenses (Utilities) for Long-Term TDY that may be authorized under JTR, par. 4160. Adds language to the JTR, par. 4160 stating that a traveler on long-term TDY under JTR, par. 4250 may not be separately reimbursed for the cost of utilities as that is included in the lodging portion of flat rate per diem.

MAP/CAP 172-16(I) -- CY 2017 Mileage Rates. Implements calendar year (CY) official temporary and relocation travel mileage rates per GSA FTR Bulletin [17-02](#). Affects pars. 2600 and 2605.

CAP 173-16(I) - Change the Term 'Final Safe Haven' to 'Designated Place'. Changes the term 'Final Safe Haven' to 'Designated Place' for evacuations to standardize terminology and reduce confusion. Affects pars. 6505-C and 6510-C3:

MAP/CAP 001-17(E) -- Transportation Network Company Definition and Cancellation Fees/Penalties.

Clarifies that cancellation fees and penalties charged by transportation network companies are not reimbursable expenses. Any additional fees or penalties incurred are the traveler's personal financial responsibility. Adds definition of Transportation Network Companies to App A. Affects par. 2830-G and Appendixes A and G.

MAP 002-17(I) -- Dependent Student Travel of a Member. Moves par. 7171 (Dependent Student Travel of a Member) to Ch 5, par. 5151, in accordance with direction from the Travel Transformation Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 5151, 7155, 5076-C2, 6005-B3, 6010-B4, 6020-B, 6020-D2, 6020-E, 6025-D6, 6025-D6a, 7175-D8b, and 7815-C4.

MAP 003-17(I) -- COT Leave. Moves par. 7060 (COT Leave) to Ch 5, par. 5069, in accordance with direction from the Travel Transformation Team. Affects Ch 5, TOC, Ch 7 TOC; pars. 5069 and 7060; and App P2-E3b

MAP 004-17(I) -- RAT Leave. Moves par. 7065 (RAT Leave) to Ch 5, par. 5950, in accordance with direction from the Travel Transformation Team. Affects Ch 5, TOC, Ch 7 TOC; pars. 5950, 7065, 5590-C1e, 5600-A2, 5662-B2, 5662-B3, 5838-C1, 5842-C2; and Appendixes A1 and P2-E3a.

MAP/CAP 006-17(E) -- Allow Receipt Waiver for Long Term TDY Actual Expenses. Allows the Secretary Concerned, COCOM Commander, or Director of a DoD Agency/Component to waive the receipt requirement for travelers on long-term temporary duty authorized to receive actual expenses up to the full locality rate when requiring receipts will negatively affect mission performance or create an undue administrative burden (section 675 of FY17 NDAA). Affects par. 4250-B11.

MAP 007-17(I) -- Remove Reserve Component (RC) Dependents from Evacuation Authority. Removes “Reserve Component” from subpar. 6080-B9 since there is no State (e.g., Governor) authority to evacuate the dependents of an RC Member. State authority to evacuate only applies to the dependents of a Full-Time National Guard Member.

MAP 008-17(I) -- Delete par. 7390. Deletes par. 7390 as this is redundant information. Affects Ch 7, TOC and par. 7390.

MAP 009-17(I) -- Selected Reserve Limited PCS Allowances. Moves par. 7400 (Selected Reserve Limited PCS Allowances) to Ch 5, par. 5065, in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC; and pars. 5065, 7400, 5434-C7, and 5444-7.

MAP 010-17(I) -- Voided Enlistment. Moves par. 7645 (Voided Enlistment) to Ch 5, par. 5041 in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 5041, 7645, and 5002-B4.

MAP 011-17(I) Member Discharged under other than Honorable Conditions. Moves par. 7635 (Member Discharged under other than Honorable Conditions) to par. 5067, in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 5067, 7635, 3045-B5, 3220-B2, 5002-C2, 5004-Footer 19, and 5066-C.

CAP 012-17(I) -- IPA Mobility Program. Moves par. 7805 (IPA Mobility Program) to Ch 5, par. 5907 in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 7805, 5907, and 5898-B5.

CAP 013-17(I) -- Missing Persons. Moves par. 7825 (Missing Persons) to Ch 5, par. 5565 in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 5565, 7825, and App A1.

MAP 014-17(I) -- Uniformed Services Applicants and Rejected Applicants. Moves the information in par. 7660, subpars. A-C (Uniformed Services Applicants and Rejected Applicants) to Ch 5, par. 5063. Par. 7660-D remains in Ch 7 and will be moved at a later date. This item is in accordance with direction from the Travel Policy Reform Team. Affects Ch 5, TOC, Ch 7 TOC, and pars. 5063, 7660, and 5002-B2.

MAP 015-17(I) -- Escort and Accompanying Dependent Travel. Moves escort and accompanying dependent travel from Ch 7 to Ch 5, par. 5093. This item is in accordance with direction from the Travel Policy Reform Team.

MAP/CAP 016-17(I) -- Immunizations and Inoculations. Combines the terms inoculation and immunization in the JTR and adds reimbursement information in App G. Affects Ch 2, TOC; pars. 2015, 2015-A3, 2015-B, 2015-C2, 2830, 5430-E3, 5590-B3c, 5768-E3, 5818-D8, 7110-D1c, 7110-E1; and Appendixes G and I2-H7.

MAP/CAP 017-17(I) -- Combine Ch 7, Parts C1 and 7C2. Combines the wording in Ch 7, Part C1 and Ch 7, Part C2. UTD 002-17(I) -- Dependent Student Travel of a Member moved par. 7155 to Ch 5 leaving only par. 7150 (DODEA Student Activity Travel) in Ch 7, Part C1. The wording in par. 7150 is identical to par. 7160 (DODEA Student Activity Travel). Cross references to 7150 are revised below. This item combines 7C1 and 7C2 allowing the Part C to have no divided sections. Affects par. 7150 and App E1-C5.

MAP 019-15(R) -- HHG Transportation Less Than 12 Months. Allows the Secretarial Process to authorize a reduced administrative HHG shipment up to 10% of the eligible member's HHG weight allowance transportation to an OCONUS PDS when Government furnishings or quarters are not available for PCS assignment under 365 days on an individual basis. Authorization must be authorized in writing prior to official travel. Affects par. 5194 and App W.

MAP 020-17(I) -- USAF Evacuation Allowance Fund Cite Correction. Corrects a clerical error in USAF evacuation allowance fund cites. Affects pars. 6005 and 6075.

MAP 023-17(I) -- Maintenance to Appendix N2 - MIHA Locations. Removes specific locations in countries that have the authority for MIHA Security where all other locations have subsequently been approved for that country. Affects App N2.

MAP 025-17(I) -- Move par. 1250 (Career Flexibility Program) to Ch 5. Moves par. 1250 (Career Flexibility Program) to Ch 5, par. 5007 in accordance with direction from the Travel Policy Reform Team. Affects Ch 1 and Ch 5, TOC, and pars. 1250 and 5007.

CAP 026-17(I) -- Move par. 1257 (TQSA) to Ch 5. Moves par. 1257 (TQSA) to Ch 5, par. 5812 in accordance with direction from the Travel Policy Reform Team.

CAP 027(I) -- Move par. 1260 (FTA and HSTA) to Ch 5. Moves par. 1260 (FTA and HSTA) to Ch 5, par. 5819 in accordance with direction from the Travel Policy Reform Team. Affects Ch 1, TOC, par. 1260, Ch 5, TOC, and pars. 5504-C, footnotes 8, 9, and 10, 5556-B4, 5558-F6, 5774-B, 5818-A2e, 5908-I, 5916-B NOTE.

MAP/CAP 029-17(I) -- Correct Error in App A, Part 2. Changes the word "formally" to the correct verbiage of "formerly" in the "TMC" acronym in App A, Part 2.

MAP/CAP 030-17(I) -- Update Army Address. This item updates the Army address in the JTR. Affects pars. Intro, G4-a(1), 4095-H1a, 4120-A1a, 10000-C1, and 10022-C2d(1).

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JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

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

JTR	03-17	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16
Part A	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part B1	03-17	11-16	11-16	11-16	11-16	10-16	09-16	06-16	06-16
Part B2	03-17	11-16	11-16	11-16	11-16	09-16	09-16	07-16	07-16
Part B3	11-16	11-16	11-16	11-16	11-16	09-16	09-16	03-16	03-16
Part B4	03-17	01-17	01-17	12-16	11-16	10-16	07-16	07-16	07-16
Part B5	11-16	11-16	11-16	11-16	11-16	10-16	02-15	02-15	02-15
Part B6	02-17	02-17	11-16	11-16	11-16	11-14	11-14	11-14	11-14
Part C	02-17	02-17	09-16	09-16	09-16	09-16	09-16	03-16	03-16
Part D	11-16	11-16	11-16	11-16	11-16	10-16	08-16	08-16	07-16
Part E1	09-16	09-16	09-16	09-16	09-16	09-16	09-16	10-14	10-14
Part E2	09-16	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16
Part F	02-17	02-17	11-16	11-16	11-16	10-16	03-16	03-16	03-16
Part G	01-17	01-17	01-17	10-16	10-16	10-16	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	08-16	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	08-16	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	03-17	02-17	11-16	11-16	11-16	10-16	08-16	08-16	11-15
Part A1	03-17	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16
Part A2a	02-17	02-17	11-16	11-16	11-16	10-16	08-15	08-15	08-15
Part A2b	11-16	11-16	11-16	11-16	11-16	05-15	05-15	05-15	05-15
Part A2c	03-17	11-16	11-16	11-16	11-16	02-16	02-16	02-16	02-16
Part A3a	03-17	02-17	09-16	09-16	09-16	09-16	09-16	07-16	07-16
Part A3b	03-17	10-16	10-16	10-16	10-16	10-16	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	03-17	01-17	01-17	11-16	11-16	10-16	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	03-17	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	10-16	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	01-17	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	03-17	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
Part A9	03-17	10-16	10-16	10-16	10-16	10-16	06-16	06-16	06-16
Part A10	03-17	02-17	10-16	10-16	10-16	10-16	06-16	06-16	06-16
Part B1	03-17	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B2a	02-17	02-17	11-16	11-16	11-16	08-15	08-15	08-15	08-15
Part B2b	10-16	10-16	10-16	10-16	10-16	10-16	09-16	09-15	09-15

JTR	03-17	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16
Part B2c	03-17	01-17	01-17	08-16	08-16	08-16	08-16	08-16	06-16
Part B3a	03-17	02-17	07-16	07-16	07-16	07-16	07-16	07-16	07-16
Part B3b	01-17	01-17	01-17	10-16	10-16	10-16	08-15	08-15	08-15
Part B3c	03-17	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16
Part B4	01-17	01-17	01-17	10-16	10-16	10-16	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	03-17	11-16	11-16	11-16	11-16	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	01-17	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	03-17	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part B9a	03-17	09-16	09-16	09-16	09-16	09-16	09-16	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	10-16	06-16	06-16	06-16
Part B9d	03-17	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10a	03-17	02-17	10-16	10-16	10-16	10-16	09-16	07-15	07-15
Part B10b	03-17								
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	03-17	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B11d	03-17	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	11-16	10-16	09-15	09-15	09-15
Part B13		06-16	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part B13a	03-17								
Part B13b	03-17								
Part B14a	03-17	08-16	08-16	08-16	08-16	08-16	08-16	08-16	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
Part B17	03-17								
Chapter 6									
TOC	11-16	11-16	11-16	11-16	11-16	10-15	10-15	10-15	10-15
Part A1a	03-17	12-16	12-16	12-16	01-15	01-15	01-15	01-15	01-15
Part A1b	03-17	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part A1c	03-17	02-17	11-16	11-16	11-16	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	03-17	12-16	12-16	12-16	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

JTR	03-17	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16
Part A2c	02-17	02-17	11-16	11-16	11-16	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	07-16
Part B1	03-17	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	10-16	06-16	06-16	06-16
Part B3e	10-16	10-16	10-16	10-16	10-16	10-16	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	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16
Chapter 7									
TOC	03-17	01-17	01-17	12-16	10-16	10-16	09-16	03-16	03-16
Part A1	02-17	02-17	01-17	10-16	10-16	10-16	06-16	06-16	06-16
Part A2	02-17	02-17	06-16	06-16	06-16	06-16	06-16	06-16	06-16
Part A3	02-17	02-17	11-16	11-16	11-16	07-16	07-16	07-16	07-16
Part A4	02-17	02-17	11-16	11-16	11-16	06-16	06-16	06-16	06-16
Part A5	11-16	11-16	11-16	11-16	11-16	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 (Reserved)		02-17	11-16	11-16	11-16	10-16	02-16	02-16	02-16
Part A10 (Reserved)		02-17	11-16	11-16	11-16	10-16	07-15	07-15	07-15
Part A11	02-17	02-17	11-16	11-16	11-16	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	07-16
Part B2	08-16	08-16	08-16	08-16	08-16	08-16	08-16	08-16	07-16
Part B3	11-16	11-16	11-16	11-16	11-16	07-16	07-16	07-16	07-16
Part B4	03-17	11-16	11-16	11-16	11-16	10-16	12-15	12-15	12-15
Part C	03-17								
Part C1		11-16	11-16	11-16	11-16	09-16	09-16	08-15	08-15
Part C2		10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D1	03-17	10-16	10-16	10-16	10-16	10-16	09-16	07-16	07-16
Part D2	11-16	11-16	11-16	11-16	11-16	08-16	08-16	08-16	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	12-16	10-14	10-14	10-14	10-14	10-14
Part F1	01-17	01-17	01-17	12-16	08-16	08-16	08-16	08-16	03-16
Part F2	11-16	11-16	11-16	11-16	11-16	03-15	03-15	03-15	03-15
Part G	11-16	11-16	11-16	11-16	11-16	10-14	10-14	10-14	10-14
Part H1	11-16	11-16	11-16	11-16	11-16	09-16	09-16	08-16	06-16
Part H2	11-16	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16
Part I	10-16	10-16	10-16	10-16	10-16	10-16	03-16	03-16	03-16
Part J	11-16	11-16	11-16	11-16	11-16	12-15	12-15	12-15	12-15
Part K	03-17	11-16	11-16	11-16	11-16	10-16	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	03-17	01-17	01-17	12-16	11-16	10-16	08-16	08-16	07-16
Chapter 8									

JTR	03-17	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16
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	12-16	03-16	03-16	03-16	03-16	03-16
Chapter 9									
TOC	11-16	11-16	11-16	11-16	11-16	10-16	01-16	01-16	01-16
Part A	11-16	11-16	11-16	11-16	11-16	01-16	01-16	01-16	01-16
Part B	11-16	11-16	11-16	11-16	11-16	01-16	01-16	01-16	01-16
Part C1	12-16	12-16	12-16	12-16	11-16	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	10-16	02-16	02-16	02-16
Chapter 10									
TOC	10-16	10-16	10-16	10-16	10-16	10-16	11-15	11-15	11-15
Part A	03-17	02-17	10-16	10-16	10-16	10-16	09-16	07-16	07-16
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	11-16	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	03-17	02-17	12-16	12-16	11-16	10-16	09-16	08-16	07-16
Part 2	03-17	11-16	11-16	11-16	11-16	10-16	06-16	06-16	06-16
Appendix E									
Part 1	03-17	09-16	09-16	09-16	09-16	09-16	09-16	08-16	08-15
Part 2	02-17	02-17	11-16	11-16	11-16	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	03-17	02-17	11-16	11-16	11-16	10-16	08-16	08-16	06-16
Appendix H									
Part 1	02-17	02-17	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part 2A	11-16	11-16	11-16	11-16	11-16	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	07-16
Part 3A	10-16	10-16	10-16	10-16	10-16	10-16	10-14	10-14	10-14

JTR	03-17	02-17	01-17	12-16	11-16	10-16	09-16	08-16	07-16
Part 3B	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16
Part 3C	02-17	02-17	11-16	11-16	11-16	10-16	09-15	09-15	09-15
Part 4A	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16
Part 4B	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16	07-16
Part 4C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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	08-16	03-16
Part 2	03-17	11-16	11-16	11-16	11-16	08-16	08-16	08-16	06-16
Part 3	11-16	11-16	11-16	11-16	11-16	06-16	06-16	06-16	06-16
Part 4	11-16	11-16	11-16	11-16	11-16	10-16	08-16	08-16	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	02-17	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	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	02-17	08-16	08-16	08-16	08-16	08-16	08-16	10-14
Part 1	09-16	09-16	09-16	09-16	09-16	09-16	09-16	06-16	06-16
Part 2	03-17	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Part 3	02-17	02-17							
Appendix P									
Part 1	11-16	11-16	11-16	11-16	11-16	03-16	03-16	03-16	03-16
Part 2	03-17	02-17	11-16	11-16	11-16	10-16	07-16	07-16	07-16
Appendix Q									
Part 1	11-16	11-16	11-16	11-16	11-16	09-16	09-16	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	01-17	11-16	11-16	09-16	09-16	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	02-17	10-16	10-16	10-16	10-16	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									

**INTRODUCTION TO
JOINT TRAVEL REGULATIONS (JTR)
FOR UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

A. Foreword. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

B. Purpose And Authority

1. Scope. The JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of:

- a. Uniformed Service Active Duty members,
- b. Uniformed Service Reserve Component members,
- c. DoD civilian employees, and
- d. Civilians who travel using DoD funding.

2. **Members Only**

a. When necessary, a Uniformed Service:

- (1) May supplement the JTR with administrative regulations (see pars. 1015 and 1020), but
- (2) May not prescribe allowances that differ in amount or type from those authorized by the JTR, unless specifically permitted.

b. DoD administrative regulations that implement the JTR must be submitted to PDTATAC for review and approval before implementation. See [37 USC §1001](#) and [DoDI 5154.31, Vol 5](#).

c. If there is a headquarters' dispersal, each PDTATAC member has the authority to prescribe the allowances in the JTR.

d. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DoN) until the headquarters activities are centralized. At that time, PDTATAC is again vested with the regulation issuing authority.

e. Uniformed member regulations in the JTR are issued under the following authorities:

- (1) The USC, primarily sections found in [Title 37](#) (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and [Title 10](#);
- (2) DoD Directives, such as [DoDD 1315.07](#) and [DoDI 5154.31, Vol 5](#);
- (3) DoD Instructions, such as [DoDI 1315.18](#), and [DoDI 1327.06](#); and

(4) Executive Orders and decisions of the [U.S. Comptroller General](#); [Defense Office of Hearings and Appeals \(DOHA\)](#) and the [OSD General Counsel \(OSDGC\)](#)

3. **Employees Only**

a. If there is a headquarters dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations.

b. Each DoD PDTATAC member may issue necessary regulations prescribing travel and transportation allowances applicable to that Service/DoD Agency (or those Services in the case of the DoN) until the headquarters activities centralized. At that time, PDTATAC is again vested with regulation issuing authority. *The JTR remains the governing regulations for OSD and Defense Agency employees.*

c. DoD civilian employee regulations in the JTR are issued under the following authorities:

(1) Federal Travel Regulation (FTR), published by GSA ([41 CFR 300-304](#)); the Department of State Standardized Regulations ([DSSR](#)) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) ([CFR, Title 5](#));

(2) The [USC](#), primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;

(3) Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and

(4) Decisions of the [U.S. Comptroller General \(CG\)](#), [GSA Civilian Board of Contract Appeals \(CBCA\)](#), and [OSD General Counsel \(OSD\(GC\)\)](#).

C. Decisions. Throughout the JTR, the following decisions are referenced: Comptroller General (Comp. Gen.) decisions from the GAO, General Services Administration Board of Contract Appeals (GSBCA), Civilian Board of Contract Appeals (CBCA) and Department of Defense Office of Hearings and Appeals (DOHA).

1. [Comp. Gen. Decisions](#). Comp. Gen. decisions:

a. Appearing in the published annual GAO volumes are cited by volume, page number, and date. Example: 71 Comp. Gen. 530 (1992).

b. That do not appear in the published GAO volumes are cited by the appropriate file number and date. Example: B-248928, 30 September 1992.

2. [GSBCA Decisions](#)

a. GSBCA decisions are listed on their website by category and case number (the case number includes the date the decision was issued). Example: Travel Cases, GSBCA 14401-TRAV issued 06-01-98.

b. In the JTR, GSBCA decisions are cited by case number, category, and date. Example: GSBCA 14515-TRAV, 22 July 1998.

3. [CBCA Decisions](#). CBCA decisions are cited using a GSBCA or CBCA number and date.

4. [DOHA Decisions](#)

- a. DOHA decisions are listed on their website by category, type, year, and case number. Example: Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812.
- b. In the JTR, these decisions are cited by DOHA claims case number and date. Example: DOHA Claims Case No. 97091101, 5 May 1998.

D. [Travel Voucher Settlement Appeal](#)

1. **Members Only**

a. [General](#)

(1) Under [31 USC §3702](#), the SECDEF settles claims involving members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

(2) An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JTR must forward that request through appropriate command channels. See [Feedback Reporting](#) in this Introduction.

(3) A disbursing/certifying official, or a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See [DoDI 1340.21](#), effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

b. [Appeal Submission](#). A member appealing a travel voucher settlement must submit the appeal via the proper paying office (i.e., the office that made the payment) IAW Service regulations and [DoDI 1340.21](#).

c. [Member Responsibility](#). It is the member's responsibility to properly submit the travel voucher.

d. [Service Address for Appeals](#). A member must first submit the appeal via the proper Service address or direction as follows:

(1) [Army/Air Force/Marine Corps/Navy](#). DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700.

(2) [Coast Guard](#). Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

(3) [NOAA Corps](#). Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

(4) [U.S. Public Health Service](#). Submit to the proper Operating Division IAW guidance provided by Service agreement.

e. *An appeal sent directly to DOHA is not properly submitted.* DOHA is the *final* appeal authority. The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

2. **Employees Only**

a. General. Under [31 USC §3702](#), the U.S. Comptroller General settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA ([Section 847 of P. L. 109-163](#)) and the claims settlement function was transferred from GSBCA to CBCA.

b. Appeal Submission. An employee appealing a travel voucher settlement must submit the appeal to the CBCA (no specific form or format is required) to:

The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone: (202) 606-8800
FAX: (202) 606-0019
Internet address of the CBCA: <http://www.cbca.gsa.gov>

c. Employee Responsibility. The claim must be forwarded through the proper paying office (i.e., the office that made the payment), which must attach an administrative report explaining why the claim was settled as it was.

d. Advance Decision. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC.

E. Paragraph Numbering System

1. JTR paragraph (par.) references should be in the following format:

JTR, par. 5310
JTR, par. 5310-A
JTR, par. 5310-A1
JTR, par. 5310-A1a
JTR, par. 5310-A1a(1)(a)

2. Not all par. numbers are in consecutive numerical sequence (e.g., 1010, 1011, 1012). Numbers may be skipped (e.g., 5305, 5310, 5315) so that a new paragraph can be added without changing existing par. numbering.

F. Monthly Changes

1. Travel Determinations

- a. Uniformed Travel Determinations (UTD). UTDs revise regulations affecting the Uniformed Services.
- b. Civilian Travel Determinations (CTD). CTDs revise regulations affecting civilian employees.

2. UTD/CTD Effective Date

- a. A UTD/CTD is effective on:
 - (1) The JTR publication date,
 - (2) The PDTATAC Chair's signature date,

- (3) The date after the last signature mutually agreed upon by the Services, or,
 - (4) Another date, if permitted or required by law.
3. Immediate Changes. When a UTD/CTD effective date is earlier than the change date, the UTD/CTD is posted to the DTMO website under IMMEDIATE CHANGES.
4. Monthly Changes
- a. JTR changes:
 - (1) Are issued monthly, and
 - (2) Contain the text and/or rate changes directed in UTDs and CTDs.
 - b. UTDs/CTDs are summarized on the Cover Sheet of the monthly change.
5. New/Revised Wording. New/revised wording, in the JTR, is indicated by an asterisk symbol.

G. Feedback Reporting

1. JTR change recommendations should contain an explanation of, and rationale for, the proposed change.
2. When the proposal relates to an actual situation, the details should be included.
3. Submit feedback reports concerning inadequate per diem rates IAW par. 4120.
4. Suggestions that would improve JTR are encouraged and should be routed as follows:
 - a. Army
 - *(1) **Members Only**. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300
 - (2) **Employees Only**. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
 - b. Navy
 - (1) **Members Only**. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
 - (2) **Employees Only**. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
 - c. Air Force
 - (1) **Members Only**. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
 - (2) **Employees Only**. Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. Marine Corps

(1) **Members Only**. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

(2) **Employees Only**. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

e. Coast Guard **Members Only**. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

f. NOAA Corps **Members Only**. 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.

g. U.S. Public Health Service **Members Only**. 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.

h. Office of the SECDEF and other DoD Components **Members Only**. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

i. OSD/WHS/Defense Agencies **Employees Only**. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

H. How To Get the JTR. See the [DTMO website](#) for material that can be downloaded and printed.

I. How to Obtain Locality Per Diem Rates. See the DTMO website for current [per diem rates](#).

CHAPTER 1: GENERAL

Paragraph Title/Contents

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000	APPLICATION A. Personnel Covered B. Personnel Not Covered C. Statutory Regulations D. Travel Not Paid for by the Gov't E. Separation by Personal Choice (Members Only) F. FTR Authority Not Implemented (Employees Only)
1005	PROHIBITION NOT STATED A. Personnel Covered B. Personnel Not Covered
1015	IMPLEMENTATION A. Regulatory Authority B. Allowance Implementation C. Administrative Procedures
1020	SERVICE/AGENCY REGULATION REVIEW PROCESS A. Requirement B. Application C. Procedure
1025	EXPENDITURE AUTHORITY
1030	DUPLICATE PAYMENT
1035	APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS
1040	REGULATION CHANGE EFFECTIVE DATE
1045	INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS
1050	TERMINOLOGY
1055	DTS (WITHIN DOD) A. DTS Use Requirement B. DTS Use Requirement Exception C. Reservations Requirement D. Mileage Computations in DTS E. Authority and Responsibility F. DTS Regulations

PART B: (RESERVED)

Paragraph Title/Contents**PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES**

- 1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS**
A. Authority
B. Eligibility
C. Funding and Orders
- 1205 GAIN SHARING PROGRAM**
- 1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS**
A. Policy
B. Gov't Responsibility
C. Gov't Requirements
D. Service/Agency Compliance
- 1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE**
A. General
B. Participation
C. Enrollment Fee
- 1220 RECRUITER RELATED PARKING EXPENSES**
A. Application
B. Reimbursement
C. Example
D. Limitations
E. Recruiter Itinerary Stop Parking
- 1225 FOREIGN MILITARY TRAVEL**
A. Authority
B. Defense Personnel of Developing Countries
C. Liaison Officers
D. Foreign Students at Service Academies
E. Foreign Military Sales Related Travel of Foreign Personnel
- 1230 CARRYING OF FIREARMS ON OFFICIAL DUTY**
- 1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, PART 4**
A. Authority
B. Provisions
C. Duplicate Reimbursement
D. Authorized Allowances
E. DIAM 100-1 Request
- 1237 ASSIGNED TO NATIONAL SECURITY AGENCY (NSA)**
A. Authority
B. Duplicate Reimbursement
- 1240 CHAPLAIN LED PROGRAMS**
A. Authority
B. Official Order/ITA
C. Unofficial Attendance
- 1245 PAY AND ALLOWANCES CONTINUATION PROGRAM**

Paragraph Title/Contents

- 1255 DEPARTMENT OF DEFENSE TRAVEL SYSTEM PILOT**
- A. Authority
 - B. Eligibility
 - C. Scope
 - D. Reimbursement
- 1265 INTEGRATED LODGING PROGRAM PILOT (ILPP)**
- A. Authority
 - B. Eligibility
 - C. Scope
 - D. Requirements
 - E. Gov't Qtrs Use (Employees Only)
 - F. Exceptions
 - G. Lodging Reimbursement
 - H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP
 - I. TMC Transaction Fees
 - J. Selected ILPP Sites and Rates

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

- 1300 RETAINING PROMOTIONAL ITEMS**
- A. General
 - B. Promotional Materials/Benefits
 - C. Seat Relinquishing
 - D. Lost, Delayed, or Damaged Accompanied Baggage
- 1305 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES**

PART E: COMPUTATION RULES

- 1400 GENERAL**
- 1405 TDY MILEAGE, MALT, TLA/TLE, AND PER DIEM COMPUTATION**
- 1410 AEA AND PMR COMPUTATION**
- A. AEA
 - B. PMR
- 1420 AEA LIMITATIONS**
- A. CONUS
 - B. OCONUS

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CHAPTER 1: GENERAL

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.
2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

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

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

1205 GAIN SHARING PROGRAM

The Gain Sharing Program is a bonus oriented incentive program designed to share Gov't travel and transportation cost savings with a traveler. [Title 5 USC, Ch 45, Subchapter 1](#) provides authority for a Gain Sharing Program for 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 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.

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.

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CHAPTER 2

OFFICIAL TRAVEL

Paragraph Title/Contents

PART A: GENERAL

- 2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**
 A. General
 B. Circumstances
 C. Traveler’s Financial Responsibility
- 2005 LODGING PROGRAMS**
 A. General
 B. Not Considered Gov’t Qtrs
 C. Gov’t Contract Lodging (Members Only)
- 2010 TRAVEL OFFICIAL RESPONSIBILITIES**
- 2015 PASSPORTS, VISAS, IMMUNIZATIONS/INOCULATIONS, AND CLEARANCES**
 A. General
 B. No-Fee Passport
 C. Time Limitations
- 2020 TRAVEL JUSTIFICATION**
 A. Directed Travel
 B. Traveler Expenses
 C. Limited Travel Funds
- 2025 STANDARD CONUS PER DIEM RATE**
 A. Definition
 B. CONUS PCS
 C. Standard CONUS Per Diem Rate
- 2030 MEAL TICKETS**
 A. Issuance
 B. Procedures
 C. Value

PART B: TRAVEL POLICY

- 2100 GENERAL**
- 2105 ECONOMY CLASS ACCOMMODATIONS**
- 2110 OTHER THAN ECONOMY/COACH ACCOMMODATIONS (FIRST AND BUSINESS)**
 A. Definition
 B. Authority
 C. First Class Decision Support Tool
 D. Business-Class Decision Support Tool
 E. Travel Order
 F. Advance Authorization
 G. Extenuating/Emergency Circumstances
 H. Other than Economy/Coach Accommodations Not Approved

<u>Paragraph</u>	<u>Title/Contents</u>
	I. Authorizing/Approving Official
	J. Medical and Special Needs
	K. 'Other than Economy/coach' Accommodations Not Authorized
2115	UNUSUAL ROUTE JUSTIFICATION
2120	PERSONAL CONVENIENCE TRAVEL
2125	TRAVELER FINANCIAL RESPONSIBILITY
2130	LEAVE
2135	SUB-STANDARD ACCOMMODATIONS
2140	U.S. FLAG TRANSPORTATION REIMBURSEMENT RESTRICTION
2145	DEPENDENT TRANSPORTATION SEATING
2150	SERVICE/DOD AGENCY RESPONSIBILITY
2155	AIRPORT SELECTION
	A. Multiple Airports
	B. Servicing Airport
2160	TDY CANCELED OR CHANGED
2165	TDY TRAVEL INVOLVING NON PDS LOCATION
	A. General
	B. Limitations
	C. Travel Order Received while on Leave
2170	WHEN PER DIEM IS AUTHORIZED

PART C: TRAVEL ORDER

2200	GENERAL
	A. Travel Order
	B. Official Travel Conditions
	C. Issuance Prior to Travel
	D. Unauthorized Reimbursement
	E. Travel Order Necessity
2205	RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL
	A. Modifications
	B. Allowances
	C. Approval after the Fact
	D. Deductible Meals
2210	TRAVEL AND REIMBURSEMENT ORDER
	A. Written Order
	B. Oral Order
	C. Order Not Originated by Competent Authority

<u>Paragraph</u>	<u>Title/Contents</u>
2215	ITINERARY VARIATION A. Variation Authorized in the Order B. Variation <i>Not</i> Authorized in the Order
2220	AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER A. Effective Date of Order B. Retroactive Modification
2225	BLANKET/REPEAT TDY ORDER A. Travel Order Expiration B. Written Requirements C. Other than Economy/Coach Accommodations Not Authorized D. AEA
2230	TIME LIMITATIONS (EXCEPT TDY FOR TRAINING) A. General B. 180 Day Time Limitation C. TDY in Excess of 180 Consecutive Days D. TCS Instead of Long-Term TDY (Employees Only) E. Reimbursable TCS/TDY Allowances Taxation (Employees Only) F. TDY Assignment Initially Expected to Last Less than 1 Year (Employees Only)
2235	PCS TIME LIMITATIONS
2240	TDY TIME LIMITATIONS FOR INSTRUCTION COURSES A. TDY for Training Less Than 140 Days (20 Weeks) B. TDY vs. PCS Status for Training Courses of 20 or More Weeks C. TDY vs. PCS Status for Training Courses of more than 180 Days

PART D: TRAVEL STATUS

2250	GENERAL A. Authorized Allowances B. Conditions C. Starting and Ending Travel D. Exclusion
2255	TRAVEL STATUS START AND END A. Aircrew Member or Courier B. Other than an Aircrew Member or Courier C. Member Assigned to a Two Crew Nuclear Submarine

PART E: TRAVEL ADVANCE

2300	AUTHORITY A. Authorization B. Regulations
2305	TRAVELER AND SERVICE/DOD AGENCY RESPONSIBILITY A. Traveler Responsibility B. Service/DoD Agency Responsibility

Paragraph Title/Contents

- 2310 AUTHORIZED TRAVEL ADVANCES**
A. General
B. Advance Payment Information

PART F: ARRANGING OFFICIAL TRAVEL

- 2400 TMC USE**
A. Policy
B. Command Responsibility
C. DoD Service/DoD Agency Regulations
D. Failure to Follow Regulations
- 2405 TRAVEL ARRANGEMENT REQUIREMENTS**
A. Making Travel Arrangements
B. Authority
- 2410 NON-U.S. FLAG AIRCRAFT OR SHIP TRANSPORTATION**
- 2415 REIMBURSEMENT WHEN A TMC IS AVAILABLE BUT NOT USED**
A. Transportation Reimbursement
B. Transaction Fee Reimbursement
- 2420 REIMBURSEMENT WHEN A TMC IS NOT AVAILABLE**
A. General
B. Non-Availability Limitations
C. Transaction Fee Reimbursement

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

- 2500 DoD POLICY**
A. General
B. Program Policies and Procedures
- 2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA)
NOTIFICATION STATEMENTS**
- 2510 GTCC PURPOSE AND INFORMATION**
- 2515 GTCC USE AND RESTRICTIONS**
A. General
B. Restrictions
C. Exceptions

PART H: GOV'T QTRS USE/AVAILABILITY**Section H1: Members Only**

- 2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY**
- 2555 GOV'T QTRS USE**
A. Directed Use
B. Member Assigned to a Contingency Operation for More Than 180 Days at One Location

Paragraph Title/Contents

- 2560 GOV'T QTRS AVAILABLE**
- A. Checking Gov't Qtrs Availability
 - B. AO Directs Gov't Qtrs
 - C. Availability/Non-availability Documentation
 - D. Member Uses Other Lodgings as a Personal Choice
 - E. Per Diem Limitation Not Allowed

2565 GOV'T QTRS NOT AVAILABLE

- 2570 TRAVEL ORDER/VOUCHER**
- A. Documentation
 - B. Authorization/Approval
 - C. Paper Non-Availability Statement Not Required

Section H2: Employees Only**2575 GENERAL****2580 CONSERVING FUNDS****2585 LODGING REIMBURSEMENT****PART I: MILEAGE AND MALT RATES**

- 2600 TDY & LOCAL TRAVEL**
- A. TDY Mileage Rate Chart
 - B. Non-Motorized Transportation Mode
 - C. Helicopter and Privately-owned Boat
 - D. POC Use Instead of Gov't Auto
- 2605 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
- A. General
 - B. MALT Rate
- 2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**
- A. Kilometer Conversion
 - B. Nautical Mile Conversion
- 2615 SELF-PROPELLED MOBILE HOME**

PART J: OFFICIAL DISTANCE DETERMINATION

- 2650 OFFICIAL DISTANCE DETERMINATION**
- A. POC
 - B. Privately Owned Airplane
 - C. Official Distance Use
 - D. Personally Procured Moves
 - E. Missing Location

Paragraph Title/Contents**PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS**

- 2700 TRAVEL VOUCHER SUBMISSION**
- 2705 FRAUDULENT CLAIMS**
 A. Payment Requirements
 B. Suspicious Expenses
 C. Gov't Reimbursement
- 2710 RECEIPT REQUIREMENTS**
 A. General
 B. Lost Receipt
 C. Review and Administrative Approval
 D. Long Term TDY Flat Rate Per Diem
 E. Non-DoD Services (Members Only)
- 2715 LOST/STOLEN/UNUSED TICKET**
 A. General
 B. Turning in Unused Tickets
- 2720 LOST/STOLEN/UNUSED GTR**
 A. General
 B. Personal Use of GTR Prohibited
- 2725 TRAVELER WITHOUT SUFFICIENT FUNDS**
 A. General
 B. Transportation
 C. Financial Responsibility

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

- 2800 GENERAL**
 A. Authority
 B. Local Area
 C. Control and Delegation
 D. Reimbursable Expenses
 E. Mass Transit Subsidy Voucher
 F. Travel to and from Medical Facilities (Members Only)
- 2805 PDS AREA TRAVEL**
 A. General
 B. Commercial Transportation
 C. POC Travel
 D. Both Commercial Transportation and POC Travel
 E. Examples
 F. Transportation Expense Reimbursement Tax (Employees Only)
- 2810 TRAVEL AT THE TDY LOCATION**
 A. Travel Points
 B. Meals and/or Lodging Unavailable at Duty Site
 C. Commercial Travel
 D. POC Travel

Paragraph Title/Contents

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

- A. General
- B. Authorization/Approval Authority
- C. Finance Regulations Requirements
- D. POC Mileage

2820 VOUCHERS AND SUPPORTING DOCUMENTS

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

2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

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CHAPTER 2: OFFICIAL TRAVEL

PART A: GENERAL

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

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

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

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

C. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility (pars. 1015-C2h and 2125).

2005 LODGING PROGRAMS

A. General

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

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

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,

4. Gov't contracted lodging not located on an Installation to which the traveler is assigned.

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

C. Gov't Contract Lodging (Members Only)

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

2010 TRAVEL OFFICIAL RESPONSIBILITIES

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

***2015 PASSPORTS, VISAS, IMMUNIZATIONS/INOCULATIONS, AND CLEARANCES**

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

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

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

C. Time Limitations

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

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

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

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

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

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

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

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

2025 STANDARD CONUS PER DIEM RATE

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

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

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

Effective 1 October 2016		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$91	\$51	\$142

2030 MEAL TICKETS (Members Only)

A. Issuance. Meal tickets may be issued only:

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

B. Procedures. Service/DoD Agency issuances apply. See par. 1015-C2d.

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

Effective 1 October 2015	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 11
Noon	\$12
Evening	\$23

2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (Employees Only)

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

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

B. Availability/Use Determination

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

2040 IDENTIFICATION CARD (Employees Only)

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

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

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

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

2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
*Airplane	*\$1.15	*1 Jan 2017
*Automobile (If a Gov't Auto is not available)	*\$0.535	*1 Jan 2017
*Motorcycle	*\$0.505	*1 Jan 2017
<u>Other Mileage Rate</u> . Applies when: *1. A POC is used instead of an available Gov't auto when Gov't auto use is to the Gov't's advantage, 2. Members Only : IDT outside normal commute IAW par. 7395, 3. Members Only : Disciplinary action travel under par. 7620, 4. Members Only : Medical travel under pars. 7095 and 7105, and 5. Government funded leave travel (Ch. 7A)	*\$0.17	*1 Jan 2017

B. Non-Motorized Transportation Mode

1. Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).
2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. 4750, 4755, 5618, and 5622.

D. POC Use Instead of Gov't Auto. See par. 4795 for POC use instead of a Gov't Auto.

2605 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JTR provisions.

B. MALT Rate

*1. *Effective 1 January 2017*, the MALT rate per authorized POC is **\$.17/mile**. The MALT rate in effect from 1 January – 31 December 2016 was \$.19/mile.

*2. The \$.17/mile rate is effective for all PCS travel that commences on or after 1 January 2017 (i.e., the initial travel is started).

*3. PCS travel that commenced prior to 1 January 2017 must be paid at the old rate (\$.19/mile) even if the travel was not completed until after 1 January 2017.

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

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

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

2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times

.62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).

B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

2615 SELF PROPELLED MOBILE HOME

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

CHAPTER 2: OFFICIAL TRAVEL
PART 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. Transportation network company (see App A for definition) cancellation fees and penalties are **NOT** reimbursable.

Communication Services (Effective 1 October 2014)

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

Conference Registration Fee

1. Conference registration fee reimbursement is authorized/approved when the fee is a condition for attendance.
2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.
3. Registration fees for training courses are considered mission expenses vice travel expenses.

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

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

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

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

Currency Conversion Fees

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

2. Not Reimbursable

- a. Losses from currency conversions ([63 Comp. Gen. 554 \(1984\)](#)).
- b. The traveler is not liable for repayment to the Gov't for gains from currency conversions.

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 immunizations/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 immunizations/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 immunizations/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.

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

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,

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

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 -

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

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 Network Company Cancellation Fees/Penalties.** Transportation network company cancellation fees and penalties are not reimbursable. See App A for definition.

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

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, 5067, 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 pair 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/MSD 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 5067,.

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

4050 PER DIEM

A. General

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

18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility is not a deductible meal.
19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.
20. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

B. TDY Location

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

C. References

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

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

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

F. Overseas Post Differential (Employees Only)

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

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

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

4060 TDY MORE THAN 24 HOURS

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

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

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

USCG Members Only: USCG members assigned to detached duty at USCG Stations (small), USCG Search and

Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

4070 STOPOVER POINT

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

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

4075 FULL CALENDAR TRAVEL DAYS

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

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

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

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate **do not apply**.
3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/debarkation port M&IE rate applies.

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

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

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

4085 EXAMPLE

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

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

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

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

C. TDY ICW Leave

1. General

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

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

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

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

- a. For the TDY performed in compliance with the order, and
- b. Transportation expenses for the return trip that exceed what would otherwise have been incurred if the traveler had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).

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

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

6. Leave Temporarily Interrupted due to Recall to PDS

- a. When a traveler departs the PDS on leave and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS, return per diem and transportation expenses may be authorized.
- b. If a traveler's leave away from the PDS is interrupted because the traveler is recalled to the PDS, or is

authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place leave was interrupted or at another place, per diem and transportation expenses may be authorized NTE the round-trip per diem and transportation expenses may for travel from the place leave was interrupted to the place the duty was performed.

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

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

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

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

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

8. TDY Directed at Leave Status Termination

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

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

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

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

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

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

(3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

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

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

2. *Per diem is not authorized for any day on which the traveler was in a leave status.* See [51 Comp. Gen. 548](#)

(1972) and [B-175427, April 14, 1972](#).

E. Field Duty (Members Only)

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

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

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

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

b. Authorization. The Secretary Concerned may:

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

but there may be no further delegation.

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

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

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

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

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

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

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

2. Per Diem Prohibition Period. Per diem prohibition applies when:
 - a. Gov't dining facility (including field rations even though the employee is assessed a charge for that meal(s)), *and*
 - b. Gov't provided billeting (non- transient barracks or tents)

are available.

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

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

G. Personnel Traveling Together

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

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

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

4. Per diem prohibition:

- a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.

- b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.

- c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

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

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

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

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

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

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

1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.

2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

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

K. Undergoing Processing (Members Only)

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

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

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

2. Per Diem Authorized. Per diem is authorized:

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

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

b. During a Delay/processing incident to:

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

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

L. Inpatient (Members Only)

1. General. Per diem is:

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

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

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

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

N. Hospitalized Member (Members Only). A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245.

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

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

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

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

4095 REDUCED PER DIEM

A. General

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

B. Authority

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

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

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

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

an order prescribing a different per diem rate is **not authorized** and the applicable locality per diem rate is used.

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

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

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

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

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

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

1. Members Only

*a. Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King, Jr. Ave SE, STOP 7907, Washington, DC 20593-7907.

f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

h. Office of the SECDEF and other DoD Components. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Employees Only**

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

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

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

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

2. Per Diem Authorized

- a. General. A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).
 - b. Example. A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.
3. Member Hospitalized at the PDS (Members Only). A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245.
4. Member Escorting An Arms Control Inspection Team/Member (Members Only). Par. 4230-A3a permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §494](#)).

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

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. 2800-B), unless overnight lodging is required.
2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is

required.

3. See par. 3040 for transportation allowances.

4. A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245. (Members Only).

C. TDY within the PDS Limits for Emergency Circumstances

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

2. See Ch 3 for transportation allowances.

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

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

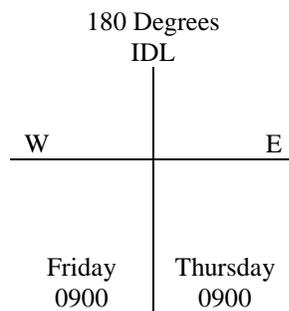
D. Brief Stay in the PDS Vicinity during TDY. Per diem at the PDS must be paid if:

- 1. A traveler's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the traveler passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace),
- 2. The traveler is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)), and
- 3. The brief stay in the PDS vicinity is due to circumstances beyond the traveler's control and not for personal convenience.

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

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

B. Computing Per Diem when Crossing the IDL



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

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

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

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

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

4110 SHIP TRAVEL

A. Per Diem. Per diem:

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

B. Gov't Ship

1. Per diem is not authorized for TDY aboard a Gov't ship when Qtrs are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period **(Members Only)**.
5. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Employees Only)**.
6. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned **(Employees Only)**.
7. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless a different special rate is otherwise authorized/approved by the AO **(Employees Only)**.

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

1. General. Per diem payment, in this subpar., applies to TDY travelers using a commercial ship as a passenger. It does not apply to travelers aboard a commercial ship for TDY/training.
2. Oceangoing Ferry. For the purposes of this subpar., an oceangoing ferry is not considered a commercial ship.
3. Traveler Not Charged for Meals. A traveler is not authorized per diem for meals when they are:
 - a. Furnished without charge, or
 - b. Part of the accommodations cost,except on embarkation/debarkation days, if otherwise authorized.
4. Traveler Charged for Meals
 - a. A traveler is authorized per diem for meals equal to the furnished meals cost, except on embarkation/debarkation days, if otherwise authorized.

b. The AO must:

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

D. Corps of Engineers Floating Plant

1. Meals Furnished at No Cost. Per diem is not payable if all meals are furnished at no cost in a dining facility aboard an Army Corps of Engineer floating plant incident to TDY.
2. 1 or 2 Meals Provided at No Cost. If the traveler must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.
3. No Meals Furnished. If the traveler is not furnished any meals (with or without charge) the [Standard CONUS M&IE rate](#) is paid. The order should state the circumstances and rate.
4. Lodging Cost. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

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

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

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

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

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

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both Qtrs and all meals are furnished without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day

before the departure day.

3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

4115 CAR FERRY TRAVEL

See Ch 3, Part I.

4120 PER DIEM RATE REVIEW

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

1. Members Only:

*a. Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. Employees Only:

a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

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

B. Lodging Plus Computation

1. Requirements

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

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

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

C. Receipts

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

D. Lodging Tax

1. General

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

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

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

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

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

E. Gov't Qtrs

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

F. Single and Multiple Room Occupancy

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

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

G. Lodging with a Friend or Relative

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) An employee assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The employee had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSCBA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee lodged at the family residence in the TDY area. GSCBA also indicated that for the first and last TDY days, 22 and 25 February (unless the employee was authorized to return on the 26th) the employee is authorized 75% of the applicable

M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBCA 16652-TRAV, 26 August 2005](#).

H. Multiple Lessees Involving Leased/Rented Lodging

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

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

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

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

L. Online Booking Tool

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

2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

M. Advance Lodging Deposit. A traveler:

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

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

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

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

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

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

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

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

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

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

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

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

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

C. Lodging Cost

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

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

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

F. Long-term Dual Lodging Not Allowed

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

G. Computation Examples

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

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

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

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

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

4150 LODGING OBTAINED AFTER MIDNIGHT

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

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

4155 LONG-TERM TDY LODGING

A. **General.** If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. If a traveler is unable to arrange suitable commercial lodging on their own, the TMC should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.

B. Computation

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

C. Computation Example

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

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

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

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

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

*A. General. An apartment, house, mobile home, or recreational vehicle (e.g., camper, camping trailer, or self-propelled recreational vehicle) leased or rented ICW official TDY qualifies as lodging. The expenses in this paragraph do not apply to travel under par. 4250 for long-term TDY. They are lodging costs included in the flat rate lodging per diem and are not separately reimbursed.

B. Expenses

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

f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and

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

(1) Installation charges;

(2) Unofficial long distance calls; and/or

(3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See App G for official communications.

*2. Rent Expenses. Allowable rent expenses include:

a. Apartment, house, or recreational vehicle rent;

b. Parking space for the recreational vehicle rent;

c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and

d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994](#).

3. Furniture Expenses

a. Rental

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

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

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

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

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

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

4165 RESIDENCE OR RECREATIONAL VEHICLE PURCHASED AND USED FOR TDY LODGING

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

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

4175 LODGING PER DIEM COMPUTATION

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

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

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 4: LONG-TERM TDY FLAT RATE PER DIEM

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

4250 LONG-TERM TDY FLAT RATE PER DIEM

A. General

1. A reduced flat rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.
 - a. Long-term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.
 - b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.
2. If a travel order/authorization is later amended and the original order is for:
 - a. 30 days or less and the amendment extends the TDY to 31 (or 181) days or more from the amendment date, the locality per diem rate applies through the amendment date and the reduced flat rate per diem (75% or 55%) applies beginning the day after the amendment is issued,
 - b. 31-180 days and the amendment extends the TDY to 181 days or more from the amendment date, the 75% reduced per flat per diem applies through the date of the amendment and the 55% reduced flat rate per diem applies beginning the day after the amendment is issued.
 - c. 31 (or 181) or more days and is amended to curtail the TDY, the original reduced flat rate per diem authorized for the original TDY period applies for the entire TDY.
3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed rate per diem no longer covers the cost of lodging. See par. 4250-B3.

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

1. The lodging portion of flat rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, or meals are available and directed in a Gov't dining facility, the GMR or PMR (or IE only) is applicable and flat rate per diem is not applicable.
2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging. Flat rate per diem is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, when otherwise incurring no lodging cost or lodging in Gov't Qtrs on a Gov't Installation. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW pars. 4250-A1 and 4250-A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.

3. If a traveler is unable to arrange suitable commercial lodging (e.g., safe, secure, clean and within a reasonable proximity to the TDY duty location) on their own, the TMC must be contacted for assistance. If the TMC is unable to arrange suitable lodging at the reduced per diem rate, then the AO may authorize actual lodging, NTE the locality per diem rate, IAW pars. 4130 and 4155, but the M&IE is still paid at the 75% or 55% rate, as applicable. The AO may determine that lodging is not suitable due to force protection/security concerns in foreign locations and authorize actual lodging, NTE the locality per diem rate, but the M&IE is still paid at the 75% or 55% rate, as applicable.
4. Long-term TDY flat rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the Lodging Plus method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.
5. A traveler ordered TDY to one location for a period of 31 days or more, but is not expected to remain at that location for 31 consecutive days or more and a significant portion of the TDY will be at other locations, may be authorized Lodgings Plus per diem at the original TDY site, when the total cost of per diem will be less than the flat rate per diem. Dual lodging may not be paid in these circumstances. The authority and the circumstances surrounding the flat rate per diem not applying to the TDY must be stated in the orders.
6. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4250-C.
7. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.
8. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.
9. The M&IE portion of flat rate per diem may be waived in advance when the mission, health, welfare, or safety of the traveler, TDY to a foreign location, would result in extreme personal hardship if the M&IE were reduced. The COCOM/JTF Commander may authorize payment of the full locality rate M&IE when the reduced flat rate M&IE is not sufficient. Authority may not be delegated below the three-star GO/FO deputy/vice commander level. The Secretarial Process for each Service may authorize full per diem M&IE for a traveler who is not located in or part of the COCOM's/JTF's AOR, but is operating in a support capacity or located in the COCOM/JTF AOR. Full per diem M&IE requests may be authorized, only in advance of the dates required. All authorizations for payment of full M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief.
 - a. Requirements. *Commands must approve requests in advance (i.e., before the days on which the higher rate is needed).* Before approval is granted, all requests must first be supported by substantiating documentation (e.g., from local Embassy Security Officer or medical authority) explaining how the mission, health, welfare, or safety of the traveler TDY to a foreign location would result in extreme personal hardship if the M&IE were reduced.
 - b. Actual Expense Reimbursement. In the event that conditions necessitating full locality M&IE are not known in advance and advance authorization is not possible, authorizations for payment of full locality M&IE may include approval for payment of actual expenses for meals and incidental expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.
 - c. Submission Process. The authorizing COCOM or Service shall report each exception, to include the TDY dates for which a full per diem M&IE is required, unclassified site locations, average cost of meals and incidental expenses, and number of personnel affected to the PDTATAC, Chief. Three submission options are available:
 - (1) Email: From the command to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil

(2) Mail:

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

(3) FAX: From the command to (571) 372-1301.

10. The M&IE portion of flat-rate per diem does not apply to the following locations deemed so remote that the traveler has very limited access to a food source for meals, such that the cost of meals exceeds the meal portion of reduced flat rate per diem:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Recertification Date</u>
Wake Island	05-17-16	05-17-18
Johnston Island	05-17-16	05-17-18
Midway Islands	05-17-16	05-17-18
Palau (Civic Action Team) (1)	02-26-16	02-26-18

(1) M&IE rate is already reduced.

*11. The Secretary Concerned, COCOM Commander or Director of a DoD Agency/Component may authorize/approve payment of actual expenses for M&IE (see App A1), up to the full locality rate when the reduced flat rate M&IE is not sufficient, based on the circumstances of the TDY. Authority may not be delegated below the three-star GO/FO (or civilian equivalent) deputy/vice commander level. Travelers requesting reimbursement in excess of the authorized flat rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used IAW the Travel and Transportation Reform Act of 1998. The same authority that authorizes/approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief. See par. 4250-B9c for the submission process.

C. Retained Lodging Expenses. Retained lodging expenses during a traveler's authorized absence are reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

1. Out of Pocket Expense Reimbursement. The traveler is authorized out of pocket expense reimbursement. See App G.

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

3. Example

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

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

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

D. Long-Term TDY Flat Rate Per Diem Examples

1. Without Long-Term Lodging Taxes

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/\$61). The flat rate per diem for each full day of TDY is \$142.45 (\$259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long-term lodging cost is \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$0.

	<u>Lodging</u>	<u>M&IE</u>	<u>Total Per Diem</u>	<u>Reimbursable Expenses</u>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: \$142.45/day	\$142.45 Flat Rate or		\$142.45	
	(\$198 x 55%) = \$108.90	(\$61 x 55%) = \$33.55		
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

2. With Long-Term Lodging Taxes

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

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

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
5007	PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION A. General B. Allowances upon Release from Active Duty C. Allowances upon Return to Active Duty D. Time Limitation
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

<u>Paragraph</u>	<u>Title/Contents</u>
	D. Transportation in Kind Plus Per Diem
5016	MIXED MODE TRAVEL A. General B. Mixed Modes Travel Time
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

Paragraph Title/Contents**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**
- 5041 VOIDED ENLISTMENT**
 A. General
 B. Implementing Regulations
- 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

<u>Paragraph</u>	<u>Title/Contents</u>
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
5062	MEMBER DIES WHILE EN ROUTE TO THE NEW PDS
5063	UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS A. General B. Transportation Authority C. Gov't Procured Transportation and Meal Tickets
5064	DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE
5065	SELECTED RESERVE LIMITED PCS ALLOWANCES A. General B. Funding C. Travel and Transportation Allowances D. Advance
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
5067	MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS A. General B. No Confinement Involved C. Upon Parole/Release from a U.S. Military Confinement Facility D. Upon Parole/Release from an OCONUS Confinement Facility E. Transportation Allowances to a Place Other than the HOR/PLEAD F. Upon Parole/Release from CONUS Civil Confinement G. Convicted Personnel Awaiting Completion of Appellate Review
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

Paragraph Title/Contents

- 5069 COT LEAVE**
- A. Authority
 - B. Eligible Member
 - C. Eligible Dependent
 - D. Authorized Locations
 - E. Scheduling
 - F. Reimbursement

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
- 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

<u>Paragraph</u>	<u>Title/Contents</u>
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

5093	ESCORT OR ACCOMPANYING DEPENDENT A. Escort B. Authority C. Circumstances D. Member as an Escort of a Dependent(s) E. Civilian Employee as an Escort of a Dependent(s) F. Another Person as an Escort of a Dependent(s)
5094	PER DIEM FOR DEPENDENT TRAVEL A. General B. Dependent(s) and Member Travel Together C. Dependent(s) Travel Separately D. TDY Involved E. Travel by Commercial Ship F. Examples

Paragraph Title/Contents**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
- 5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS
 AUTHORIZED**
 A. General
 B. Dependent Authorized Concurrent Travel with Member

<u>Paragraph</u>	<u>Title/Contents</u>
	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
	E. Completion of Hospitalization
5132	CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW
	A. General

<u>Paragraph</u>	<u>Title/Contents</u>
	<ul style="list-style-type: none"> B. Member Restored to Duty C. Final Separation Travel
5134	SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 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

<u>Paragraph</u>	<u>Title/Contents</u>
	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
5151	DEPENDENT STUDENT TRAVEL A. General B. Transportation C. Per Diem D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes E. Dependent Student Transportation to a School in the U.S.
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

<u>Paragraph</u>	<u>Title/Contents</u>
	A. Use of One or Two POCs
	B. Use of More than Two POCs
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

<u>Paragraph</u>	<u>Title/Contents</u>
5178	LOSS OR DAMAGE CLAIMS
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

Paragraph Title/Contents

- G. NTS
- H. HHG Transportation in Excess of Authorized Weight Allowance
- 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**

<u>Paragraph</u>	<u>Title/Contents</u>
5220	WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE A. General B. Limitation 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

<u>Paragraph</u>	<u>Title/Contents</u>
5242	SECOND 90 DAYS OF SIT A. General B. Authorization/Approval Request 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

<u>Paragraph</u>	<u>Title/Contents</u>
	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> A. Authorization B. Transportation from the Designated Place and/or NTS
5290	ORDERED TO A CONUS HOSPITAL <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> A. Authorization B. Additional Storage Time
5296	PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY <ul style="list-style-type: none"> 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

<u>Paragraph</u>	<u>Title/Contents</u>
	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

<u>Paragraph</u>	<u>Title/Contents</u>
5314	CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT
5316	<p>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</p> <ul style="list-style-type: none"> 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	<p>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</p> <ul style="list-style-type: none"> 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	<p>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</p> <ul style="list-style-type: none"> 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

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

<u>Paragraph</u>	<u>Title/Contents</u>
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 B. To First PDS C. Upon Separation/Retirement D. Related Shipment/Transportation

<u>Paragraph</u>	<u>Title/Contents</u>
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
5364	EXCESS COST COLLECTION
5366	POV TRANSPORTATION TIME LIMITATION A. Incident to Separation from Service or Relief from Active Duty

<u>Paragraph</u>	<u>Title/Contents</u>
	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
5386	FACTORS AFFECTING POV STORAGE
	A. Order Amended, Modified, Canceled, or Revoked
	B. Storage before an Order is Issued

Paragraph Title/Contents

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
- B. Member Married to Member
- C. Member Married to Employee
- D. Single Member/Concurrent Travel Performed

<u>Paragraph</u>	<u>Title/Contents</u>
	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
	C. Transportation Arrangements
	D. Authorized Circumstances

<u>Paragraph</u>	<u>Title/Contents</u>
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 B. TLE Authorized C. TLE Not Authorized D. Time Limitations
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Paragraph Title/Contents

- 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

<u>Paragraph</u>	<u>Title/Contents</u>
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

<u>Paragraph</u>	<u>Title/Contents</u>
5558	NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS <ul style="list-style-type: none">A. GeneralB. CoverageC. DoD Component ResponsibilityD. Procedural RequirementsE. Allowable ExpensesF. Expenses Not AllowableG. Alternate Origin and/or DestinationH. Funds Advance
5560	MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION <ul style="list-style-type: none">A. GeneralB. Placement before SeparationC. Placement after SeparationD. Agreement RequirementE. Employee Transferring to the U.S. Postal ServiceF. Order IssuanceG. FundingH. Employee Separated due to Function Transfer Example
5562	RETURN FROM MILITARY DUTY <ul style="list-style-type: none">A. Mandatory RestorationB. Travel and Transportation AllowancesC. Real Estate ExpenseD. Travel and Transportation AllowancesE. Moving CostsF. Travel and Transportation CostsG. Called/Ordered to Active Duty
5564	SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS <ul style="list-style-type: none">A. LimitationB. Funding Responsibility
5565	MISSING PERSONS <ul style="list-style-type: none">A. GeneralB. ConditionsC. Responsibility
5566	SHORT DISTANCE TRANSFERS <ul style="list-style-type: none">A. First Duty Station TravelB. Authorization/ApprovalC. Distance TestD. ExceptionsE. PCS Claims Must Satisfy Conditions
5568	WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION <ul style="list-style-type: none">A. GeneralB. Remote/Isolated LocationsC. Designating a PDS as a Remote/Isolated Location

<u>Paragraph</u>	<u>Title/Contents</u>
	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
	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

<u>Paragraph</u>	<u>Title/Contents</u>
5582	WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE <ul style="list-style-type: none">A. GeneralB. Dependent-Related CircumstancesC. Dependent Travel-Related CircumstancesD. Remaining Service Requirement
5584	TIME LIMITATION <ul style="list-style-type: none">A. GeneralB. Transfers without a Break in ServiceC. Locally Hired EmployeeD. Return for Separation
5586	FUNDS ADVANCE
5588	TRANSOCEANIC TRAVEL <ul style="list-style-type: none">A. Transportation ModeB. Air Travel Medically InadvisableC. Travel by Oceangoing Car Ferry
5590	EMPLOYEE TRANSFERS <ul style="list-style-type: none">A. To and Within CONUSB. To and Between OCONUSC. From OCONUS

Subsection B3b: Per Diem

5592	PER DIEM FOR DEPENDENT TRAVEL <ul style="list-style-type: none">A. GeneralB. Dependent(s) and Employee Travel TogetherC. Dependent(s) Other Than Spouse/Domestic Partner Travel SeparatelyD. Spouse/Domestic Partner Travels Separately from the EmployeeE. TDY InvolvedF. Travel by Commercial ShipG. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation CostH. ExclusionsI. Per Diem Computation Example
5594	PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED <ul style="list-style-type: none">A. GeneralB. Examples

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

5596	TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Excess CostsC. Authority
5598	REIMBURSEMENT <ul style="list-style-type: none">A. LimitationsB. Gov't TransportationC. Transportation Modes

Paragraph Title/Contents

D. Receipt Requirements

5600 TRAVEL AND TRANSPORTATION LIMITATIONS

- A. Authorization
- B. Reimbursement
- 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

Paragraph Title/Contents

- 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

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

Paragraph Title/Contents

- B. Exceptions
- C. Transportation from a Weight Restricted Area

5650 NET WEIGHT DETERMINATION

- A. Crated Shipments
- B. Uncrated Shipments
- 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

<u>Paragraph</u>	<u>Title/Contents</u>
	I. Isolated PDS Designation
5660	HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS
	A. General
	B. Eligibility
	C. Time Limitation
	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

Paragraph Title/Contents**Subsection B5f: Local Moves**

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

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

<u>Paragraph</u>	<u>Title/Contents</u>
	D. POV Shipment Information
	E. PBP&E Shipment not Allowed
	F. POV Shipment Requirements
5704	ELIGIBILITY
	A. Authorized Personnel
	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 <i>Not</i> 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 <i>Not</i> 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 <i>Not</i> 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

<u>Paragraph</u>	<u>Title/Contents</u>
	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
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

<u>Paragraph</u>	<u>Title/Contents</u>
5746	ELIGIBILITY A. General B. Acquisition C. Mobile Home Used as Residence D. Mobile Home Condition E. Authorized Movement
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

Paragraph Title/Contents

- 5762 EMPLOYEE DEATH**
 A. CONUS
 B. OCONUS

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**

Paragraph Title/Contents**Subsection B9b: Lump Sum TQSE (TQSE(LS))**

5784	TQSE(LS) OPTION
5786	AUTHORITY A. General B. Considerations
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

Paragraph Title/Contents

- 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

- 5810 COMPUTATION**
- A. TQSE(AE) Calculation
 - B. Computation Examples

Subsection B9d: Foreign Oconus Temporary Quarters Subsistence Allowance (TQSA)

- 5812 TQSA**

Section B10: PDS Assignment Expense Allowances

Subsection B10a: 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

Subsection B10b: Department of State (DOS) Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

- 5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**
- A. Policy, Payment and Procedural Guidance
 - B. Transfer
 - C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
 - D. Lease Penalty Expense

Section B11: Service Agreements

Subsection B11a: General

- 5820 SERVICE AGREEMENT**
- A. General

<u>Paragraph</u>	<u>Title/Contents</u>
	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
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

Paragraph Title/Contents

- 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

- 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

Paragraph Title/Contents**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
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
03/01/17	

<u>Paragraph</u>	<u>Title/Contents</u>
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 Assignments that Allow Limited PCS Allowances Instead of TDY Allowances

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
	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

Subsection B13b: Inter-Governmental Personnel Act (IPA) Mobility Program

5907	IPA Mobility Program
	A. Temporary Assignment of an Employee between the Federal Gov't and a State or Local Government or Institution of Higher Education Authorized by the IPA Mobility Program
	B. Authority
	C. Allowable Travel and Transportation Reimbursement
	D. Time Limitation

Paragraph Title/Contents

- E. IPA Mobility Program Allowances

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**

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

Paragraph Title/Contents**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
- 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

Paragraph Title/Contents**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

Section B17: Renewal Agreement Travel (RAT)

- 5950 RAT LEAVE**
A. General
B. Eligibility Requirements for All OCONUS Areas
C. Employee Stationed in AK or HI on 8 September 1982
D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 Sep 1982
E. Allowable Travel and Transportation
F. RAT Denial/Delay
G. Unaccompanied Dependent Travel
H. RAT Non-Cumulative
I. Baggage Transportation
J. UB of a DODEA Teacher Authorized an Extended Leave of Absence
K. HHG SIT
L. Per Diem
M. Leave Status during Absence from Duty
N. Alternate Destination
O. Limitations
P. DoD Education Activity (DoDEA) Teacher
Q. Dependent Transportation
R. Relocation Allowance Table
S. Travel and Transportation Funding
T. RAT Eligibility Table

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 1: GENERAL

5000 SCOPE

A. General

1. PCS Allowances Incident to a PCS. This Chapter prescribes a member's authority for travel and transportation allowances for:
 - a. Personal and dependent travel,
 - b. HHG,
 - c. POV,
 - d. Mobile home,
 - e. DLA, and
 - f. TLE.
2. PCS Allowances not Directly Related to a PCS. This Chapter prescribes authority for travel and/or transportation for:
 - a. Dependents,
 - b. HHG,
 - c. POV,
 - d. Mobile home transportation under unusual/emergency circumstances, and
 - e. Other situations not directly related to a PCS.
3. Non-PCS Travel Allowances. See Ch 7.
4. Leave En Route. A member is authorized PCS travel and transportation allowances whether or not leave is taken en route.
5. Short Distance Move. When residence relocation is unnecessary because the PCS is a short distance move, the member ***must not be paid*** MALT Plus, unless ordered to perform TDY en route.
6. Pet Quarantine. See Ch 5, Part A8.
7. Reimbursable Expenses on Official Travel. See App G.
8. Home of Selection. Once a home is selected, that selection is ***irrevocable if***:
 - a. Transportation-in-kind is furnished and used, or
 - b. Travel and transportation allowances are received after travel is completed.

B. PCS Travel Covered.

1. Transfer. Travel ICW a permanent duty transfer from one station to another.
2. Change in a Unit's Home Port/PDS Location. Travel ICW a ship's home port/mobile unit's PDS location change.
3. Call to Active Duty. Travel from primary residence, home or PLEAD to the first PDS upon:
 - a. Appointment/re-appointment (including reinstatement) to regular Service from civilian life or from an RC;
 - b. An RC member called/ordered to active duty (including duty for training) for 20 or more weeks at one station;
 - c. Recall to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. Enlistment/induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from the last PDS to home upon:
 - a. Discharge, resignation, or separation from the Service under honorable conditions;
 - b. An RC member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;
 - c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. Retirement; or
 - e. Temporary disability retirement.
5. Member Married to DoD Employee. See par. 5638 for HHG transportation when a DoD civilian employee is married to a uniformed member and both are authorized HHG shipments to the same new PDS.
6. Travel and Transportation Allowance Extensions when a Member Separates from the Service
 - a. A written time limit extension may be authorized/approved using the Secretarial Process.
 - b. An explanation of the circumstances justifying the extension must include the following:
 - (1) The specific additional time period.
 - (2) A description of the circumstances that prevent use within the prescribed time. ***The extension must be for the shortest time appropriate under the circumstances.***
 - (3) Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DoD/GC #99-1).
 - (4) An extension ***must not be authorized/approved*** if it extends travel and transportation allowances for more than 6 years from the date of:
 - (a) Separation, release from active duty, or retirement
 - (b) Receipt by a member's dependents of official notice that the member is dead, injured, missing,

interned, or captured, unless a member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.

(5) An extension under 'Other Deserving Cases' (par. 5068-B) for any reason may not be for more than 6 years from the date of separation, release from active duty, or retirement.

7. Delayed/Deferred Use of PCS Allowances

- a. The member may elect not to move dependents and HHG (or a mobile home in lieu of HHG) when authorized.
- b. Dependents' travel and transportation allowances for still-eligible dependents and HHG (for some/all of the HHG) or mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders.
- c. Allowances are limited to the greater of the distances in items (1) and (2) below. ***This does not provide for transportation of non-command-sponsored dependents from an OCONUS PDS.***
 - (1) To the new PDS from the former PDS from which the dependents and/or HHG (or mobile home) were not moved, or
 - (2) From the current PDS from which the member is being ordered.
- d. See par. 5074-C1 ICW dependent transportation.
- e. See par. 5172-D ICW HHG transportation.
- f. See par. 5404-H ICW mobile home transportation.

5002 ELIGIBILITY

- A. General. This Chapter applies to PCS of all regular and RC members.
- B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated, a/an:
 1. Cadet/midshipman. See par. 7650.
 - *2. Applicant and a rejected applicant of the regular service. See par. 5063 and 7660.
 3. RC member. See par. 7355.
 - *4. Member whose enlistment has been voided. See par. 5041-A.
- C. Persons Not Covered. The following personnel categories are not authorized PCS allowances, a/an:
 1. Absentee/straggler being returned to the PDS. See par. 7655.
 - *2. Member discharged under other than honorable conditions. See par. 5067.
 3. Prisoner. See par. 7620.

5004 ELIGIBILITY AND ALLOWANCES TABLE

Table 5A-1										
This table is a general guide to basic travel and transportation allowances in various PCS situations. Specific allowances are prescribed in the rest of the Chapter and must be used to administer travel and transportation allowances ICW a member's PCS.										
Movement Situation	Mbr Travel Ch 5B	Dep Travel Ch 5C	HHG Transp Ch 5D	NTS 1/ Ch 5D	POV Shipment 2/ Ch5E1	POV Storage 23/ Ch5E2	Mobile Home Shipment 3/ Ch 5F	DLA 4/ Ch 5G	TLE 5/ Ch 5H	TLA 6/ Ch 9C
Travel to 1 st PDS	Yes	Yes	Yes	Yes 7/	No 8/, 9/	Yes	Yes	No	Yes	No 10/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 7/	No 9/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 11/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 11/	Yes	No	Yes
PCS Involving Mbr Married to Mbr Couples CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes (each) Yes (each)	Yes (each) 12/ Yes (each) 12/, 13/	Yes (each) 7/ Yes (each)	No 9/ Yes (each)	No Yes	Yes 14/ No 11/	See par. 5442-D & Table 5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 15/ Mbr completed 90% of 1 st term Mbr did <i>not</i> complete 90% of 1 st term	Yes Yes 16/	Yes Yes 16/	Yes Yes	Yes 17/ Yes 17/	No 18/ No 18/	No No	Yes Yes	No No	No No	Yes 24/ Yes 24/
Separated under Other Than Honorable Conditions 15/	Yes 19/	Yes 19/	Yes 20/	No	No 18/	No	Yes	No	No	No
Placed on TDRL	Yes 21/	Yes 21/	Yes 21/	Yes	No 18/	No	Yes	No	No	Yes 24/
Retired with pay (incl for disability); discharged with severance/separation pay; involuntarily released from active duty with readjustment/ separation pay 22/	Yes	Yes	Yes	Yes	No 18/	No	Yes	No	No	Yes 24/

1. For the time limitation of NTS for a PCS order, see par. 5226.
2. The member must meet the eligibility criteria in par. 5332 to be authorized POV transportation.

3. A member must meet the conditions in par. 5398 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. 5208-D.
4. The member must meet eligibility criteria in par. 5442 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. 5440 and 5442. A member without dependents assigned to Gov't quarters at the new PDS is *not* authorized DLA. See par. 5440.
5. A member must meet eligibility criteria in par. 5434 to be authorized a TLE allowance. See par. 5434-D for maximum authorized periods.
6. TLA is only authorized under the conditions specified in par. 9155. See Ch 9, Part C1, for the maximum authorized periods.
7. When member requests NTS as an alternative to transportation, NTS must be in the Gov't's best interest. See par. 5216.
8. Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
9. See par. 5322-A for exceptions under which a POV may be transported at Gov't expense within CONUS.
10. Except when the member's first PDS is OCONUS.
11. Mobile home transportation is authorized only between CONUS locations, between a CONUS location and Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
12. A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. 5208-A.
13. For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. 5202-A5.
14. See par. 5404-B for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
15. Travel and transportation allowances may be paid NTE to the HOR or PLEAD, whichever the member elects for travel allowances under par. 5066.
16. Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. 5066-A5 - member travel) and 5138-F (dependent travel)) except as authorized by the Service Secretary.
17. NTS ICW separation/retirement from the Service is in addition to transportation.
18. Except when a member's HOR/PLEAD or authorized HOS under par. 5068-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- *19. See par. 5067, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. 5148, or if the last PDS is OCONUS, see par. 5102.
20. A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
21. A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
22. Travel and transportation allowances may/may not be paid to the member's HOS. See par. 5068.
23. The member must meet the eligibility criteria in par. 5378 to be authorized POV storage.
24. TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

5006 PCS ORDER

A. General. A PCS order must direct a PCS.

B. Limitations. A document directing a change of activity at the same PDS *is not a PCS order*, regardless of any statement(s) on the document to the contrary. See definitions of PDS and PCS in App A1.

***5007 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**

*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.

5008 FUNDS ADVANCE

A. General. Ch 5 authorizes travel and transportation allowance advance payment for:

1. A member and dependents,
2. HHG and mobile home transportation,
3. POV storage,
4. DLA and
5. TLE.

B. Implementation. See par. 1015.

C. TLA. See par. 9157.

D. OHA. See par. 10028.

E. Limitations. A member:

1. Failing to complete at least 90% of the initial service period (par. 5066-A5), and
2. Discharged under other than honorable conditions (par. 5066-C),

may only be advanced an amount NTE 75% of the least costly available common carrier transportation mode.

F. Travel Advance. See Ch 2, Part E.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

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

When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

***5041 VOIDED ENLISTMENT**

*A. General. A member, released or discharged from active duty due to a voided enlistment, is authorized travel from the place of release/discharge to the HOR/PLEAD, as the member elects.

*B. Implementing Regulations. Each Service may issue regulations requiring a member, whose enlistment is voided, to use Gov't or Gov't-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part A are authorized as for a PCS.

5042 PCS ORDER RECEIVED AT TDY STATION

A. Member Issued a PCS Order while on TDY

1. A member who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances:
 - a. From the TDY station to the old PDS, and then
 - b. To the new PDS via any TDY station(s).
2. This includes a member who receives a PCS order while at a TDY station designating it as the new PDS *effective immediately* ([57 Comp. Gen. 198 \(1977\)](#)).

B. Member Issued a PCS Order with TDY en route. A member who departed the old PDS on a PCS order with TDY en route is not authorized PCS allowances to return to the old PDS from the TDY station, even if the order is amended or modified naming a different new PDS.

C. TDY Station Becomes PDS. See par. 4800.

5044 PCS ORDER RECEIVED WHILE ON LEAVE

A. PCS Order Received while on Leave from TDY Station. A member who receives a PCS order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), NTE the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

B. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the order is received to the new PDS, NTE allowances from the old to the new PDS.

Effective 1 June 2014

5046 PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS

A. Per Diem Not Payable. Per diem is not payable:

1. At a TDY location ICW a PCS with TDY en route near the old/new PDS; or
2. When a member performs TDY at/near the home port when the PDS is a ship/afloat staff

if the member commutes to the TDY from the Qtrs occupied while attached to the old PDS or the permanent Qtrs the member intends to occupy at the new PDS.

B. Qtrs at the Old or New PDS. Qtrs (residence, suite, room, cubicle, etc.) at the:

1. Old PDS are no longer permanent Qtrs on/after the PCS HHG weight allowance transportation date.
2. New PDS are permanent on/after the date the PCS HHG weight allowance is accepted.

C. Transportation Expenses. Transportation expenses incurred in commuting between the Qtrs at the old/new PDS and the TDY location may be paid under:

1. Ch 3, Part D, when travel is within the area defined in par. 2800-B, or
2. Par. 4785 when travel is from outside the area defined in par. 2800-B.

D. Meals Reimbursement. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. 4230.

E. Travel Outside the TDY Location

1. General. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 4, Part B, are authorized.
2. Exception. A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.
3. Example. A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent Qtrs occupied while stationed at the Pentagon ([37 Comp. Gen. 669 \(1958\)](#), [B-138517, 27 February 1959](#), and [B-161267, 30 August 1967](#)).

F. TDY En Route within the Old and/or NEW PDS Limits. See par. 4100-A1.

5048 PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE

A. PCS Order Canceled Returning Member to the Old PDS

1. If a PCS order is canceled, limited PCS allowances are authorized:
 - a. From the old PDS to the location that cancellation notification was received, and

b. For return to the old PDS.

2. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

B. PCS Order Amended/Modified to Name a New PDS or En Route TDY Station

1. If a PCS order is amended/modified naming a new PDS/en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location that the amended order was received to the last-named new PDS.

2. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

5050 PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION

A. General. PCS allowances for the travel described in this par. may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

B. Home Port Changed

1. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s).

2. If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station.

3. Travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process.

4. If a member is on leave from a deployed unit whose home port is changed, PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port.

5. For dependent and HHG travel and transportation allowances after a home port change announcement, see pars. 5116-F and 5296-J.

C. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).

D. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).

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. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port before/after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) ([60 Comp. Gen. 561 \(1981\)](#)).

F. PCS to a Ship with a Home Port Assignment Effective upon Commissioning

1. A member, ordered PCS to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to:

**Part A: Members Only/Sec 2c: Member Travel and Transportation
(Special or Unusual Circumstances)**

- a. The old PDS/home port, then to
 - b. The ship's announced home port via any TDY stations, and then to
 - c. The place at which the ship is located.
2. For two-crew ships, both crews may be paid these allowances.
 3. Travel must begin within 1 year from the ship's commissioning effective date ([60 Comp. Gen. 561](#) and [564 \(1981\)](#)).

G. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be paid PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) ([60 Comp. Gen. 562 \(1981\)](#)).

H. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS

1. A member assigned to a unit ordered to a new home port/PDS, but due to mission requirements is not able to assist with the move of HHG, POV, and/or to accompany dependents to the new home port/PDS prior to the effective change date of the new home port/PDS, is allowed to return from the new home port to the old home port after the effective change date of the new home port to move HHG, a POV, and/or to accompany dependents to the new home port.
2. Travel must begin within 180 days after the home port change effective date and prior to the order expiration date.
3. Requests for travel commencing after 180 days must be authorized/approved through the Secretarial Process.
4. Authority for a member in this subpar. is not applicable to pars. 5116-F and 5296-I.

I. Travel to/from a Place other than the New/Old Home Port

1. A member traveling under pars. 5050-B through 5050-G may be paid PCS allowances for travel via:
 - a. A place other than the old home port to the new home port,
 - b. The old home port to a place other than the new home port, or
 - c. A place other than the old home port to a place other than the new home port.
2. Allowances must not exceed those payable for travel between the locations authorized in this par.

5052 TRAVEL TO/FROM A DESIGNATED PLACE

A. PCS Allowances. A member ordered PCS, who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,
2. The designated place via any TDY station(s) and then to the new PDS, or
3. Any TDY station(s) via the designated place and then to the new PDS.

B. Limitation

1. A member may not be paid PCS allowances for round trip travel between a TDY station and a designated place.
2. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:
 - a. New PDS via any TDY station(s) and/or the designated place, or
 - b. Authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

C. Travel and Transportation Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must travel to the designated place en route between PDSs to assist:

1. In moving dependents,
2. Dependents with HHG shipment, or
3. Dependent transportation by POC.

D. Travel Allowances When Dependents are No Longer at the Designated Place (60 Comp. Gen. 562 (1981)). If a member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up:

1. HHG, and/or
2. Personal Effects, and/or
3. Member's/Dependent's POC.

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

1. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS.
2. The member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't procured transportation.

B. OCONUS PDS to CONUS PDS

1. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit:
 - a. May escort dependents from the designated place to the new PDS; and

b. Is authorized round trip PCS allowances between the new PDS and the designated place.

2. Allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't-procured transportation.

5056 MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATED

A. General. A member, ordered PCS from a PDS that dependents were evacuated under par. 6020 or 6090, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place/safe haven, as applicable;
2. The designated place/safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. Any TDY station(s) via the designated place/safe haven, as applicable, and then to the new PDS; or
4. The authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place/safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Limitations

1. Travel allowances may not be paid for round trip travel between a TDY station and a designated place/safe haven.
2. Travel to a designated place must occur before the member completes PCS travel.

C. Travel Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG, and/or
2. Pick up personal items, and/or
3. Personally drive the member's POC.

5058 MEMBER UNABLE TO TRAVEL WITH ORGANIZATION

A member, unable to travel to the new home port/PDS with member's organization, for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in Ch 5, Part A2a.

5060 PCS TO HOSPITAL

PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

5062 MEMBER DIES WHILE EN ROUTE TO THE NEW PDS

PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

5063 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

A. General

1. Application. This Part applies to applicants and rejected applicants for:
 - a. The Uniformed Services,
 - b. The RCs, and
 - c. Flight training.
2. Applicant for Flight Training. The term "applicant for flight training" includes:
 - a. Civilian applicants for appointment as aviation cadets;
 - b. An RC member not on active duty; and
 - c. An SROTC member.

B. Transportation Authority

1. Gov't Funded Transportation. Transportation at Gov't expense is authorized for an applicant of:
 - a. A Uniformed Service,
 - b. An RC, or
 - c. Flight training.
2. Beginning and Ending Travel
 - a. Beginning Travel. Transportation at Gov't expense is authorized from:
 - (1) The place at which application is made, or
 - (2) Home.
 - b. Ending Travel. Transportation at Gov't expense is authorized to:
 - (1) The place of physical examination,
 - (2) The place of qualifying examination, and/or
 - (3) Other processing and acceptance into the Service.
3. Return Transportation at Gov't Expense. An applicant who is:
 - a. Rejected, or
 - b. Accepted and ordered to return home to await further orders or a reporting date,is authorized return transportation at Gov't expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes regulations IAW par. 5063-C or 5063-D, PCS allowances (Ch 5, Part A), and reimbursable expenses (par. 2830 and App G) are authorized.

C. Gov't Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish regulations that require use of Gov't procured transportation and meal tickets (par. 2030).

2. Reimbursable Expenses. See par. 2830 and App G for reimbursable expenses.

3. Gov't Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using Gov't procured transportation and meal tickets:

a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. 4710-C), and/or

b. Reimbursement is provided for occasional meals and Qtrs (par. 4230) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the member is reimbursed under par. 3045-B or 5020-B, as applicable.

5064 DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE

When ordered to travel over a route involving a higher cost to the Gov't on an order that is amended/modified while en route, a member is authorized allowances over the ordered route.

***5065 SELECTED RESERVE LIMITED PCS ALLOWANCES**

A. General. A member is authorized travel and transportation allowances in par. 5065-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's primary residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned);

a. During the preceding three years,

b. Between 1 October 2012 and 31 December 2018, and

c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*

2. Is qualified in a skill designated as critically short by the Secretary Concerned, or

3. Is filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. All travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this par. only once.

2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances, IAW Ch 5 Part A, between the member's primary residence and duty station:

a. PCS travel and/or transportation allowances (member and dependent); and

b. PCS HHG transportation, including SIT.

3. Allowances Not Authorized. The following are not authorized for a Selected Reserve member authorized limited PCS allowances from primary residence to duty station:

- a. POV Transportation,
- b. DLA, and/or
- c. TLE.

D. Advance. The allowances authorized in this par. may be paid in advance.

5066 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. Travel in CONUS.

a. A member on active duty, who:

- (1) Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1;
- (2) Has a break in service of at least 1 calendar day; and
- (3) Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects.

b. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

c. A member traveling to/between any/different location(s) is authorized allowances for travel performed NTE the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1; or
- b. Is authorized travel allowances under par. 5066 to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. 5018.

3. Travel to Processing Station of Choice

- a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOR/PLEAD from the last

PDS, on a case by case basis (IAW Service policy).

b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity as determined by the Service. See par. 1015-C2f.

c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing separation processing. **NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.**

4. Order Received at a Leave Location

a. When a member receives a discharge certificate/separation order at a place the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. 5066-A1 or 5066-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place the member received the discharge certificate/separation order.

b. For definition of last duty station, see App A.

5. Member Serves Less Than Prescribed Period of Service

a. Limitations. A member:

(1) Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and

(2) Whose period of active duty service at separation or relief from active duty is less than 90% of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:

(a) Transportation in kind (no per diem) by the least expensive transportation mode available, or

(b) An amount NTE the Gov't's cost of such transportation.

b. Exceptions. The limitations above do not apply to a member in the following categories:

(1) Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#). See par. 5068-A1.;

(2) Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 5068-A1) ([B-160488, 14 February 1967](#));

(3) Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

(4) Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or

(5) Discharged under [10 USC §1173](#) for hardship.

**Part A: Members Only/Sec 2c: Member Travel and Transportation
(Special or Unusual Circumstances)**

B. Separation from the Service or Relief from Active Duty to Continue in the Service

1. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances.
2. The prohibition above does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service.
3. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a prior period of service continuation. See [45 Comp. Gen. 661 \(1966\)](#).

*C. Discharge from the Service under other than Honorable Conditions. See par. 5067.

D. Time Limitation

1. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty.
2. If completion of travel before the 181st day imposes a hardship on the separated member, a time limit extension may be authorized/ approved for a specific additional period of time by the Secretarial Process. See par. 5000-B6.

E. Member Ordered to a Place to Await Disability Proceedings Results

1. A member who is:

- a. Found unfit by a physical evaluation board to perform the duties of the member's grade,
- b. Not authorized a HOS move under par. 5068, and
- c. Ordered for the Gov't's convenience to a place to await disability proceedings completion,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the initial physical evaluation board results.

2. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program, is authorized travel and transportation allowances to the college.

Effective 2 September 2016

G. Active Duty Member Transitioning to Selected Reserve. A separating member who has contracted to continue military service in a Reserve Component may be authorized travel and transportation allowances to the Selected Reserve PDS, without limiting costs to the HOR or PLEAD, IAW the Secretarial Process. This authority does not apply to a member in par. 5066-A5. No further travel and transportation allowances are authorized upon termination of the reserve contract.

5067 MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS*A. General**

1. Authorized Transportation. For travel under this Part, a member may be provided:

- a. In-kind transportation by the least expensive common carrier transportation mode available, or
 - b. The Gov't's cost of that transportation.
2. Reimbursement Limitation. Par. 3220-B, allowing reimbursement up to the directed mode cost, does *not* apply.
- B. No Confinement Involved. A member, who has not been confined, is authorized transportation allowances from the place of separation to the HOR/PLEAD, as the member elects.
- C. Upon Parole/Release from a U.S. Military Confinement Facility. A former member, discharged from a U.S. military confinement facility, is authorized, upon parole/final release, transportation allowances (but no per diem), from the place of confinement to the:
1. HOR/PLEAD, as the member elects; or
 2. Place authorized by the Service concerned for residence as a parolee.
- D. Upon Parole/Release from an OCONUS Confinement Facility. A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances (but no per diem), from the:
1. Place of release from confinement, or
 2. U.S. military facility nearest the place of confinement,
- to the POE in the country (including a U.S. territory/possession) of the member's HOR/PLEAD, as the member elects.
- E. Transportation Allowances to a Place Other than the HOR/PLEAD. Transportation allowances may be authorized from the place of separation, or point of parole/release from confinement facilities, to a place other than the member's HOR/PLEAD, when:
1. Authorized/approved by the commanding officer or other competent authority; and
 2. The Gov't transportation cost does not exceed the transportation cost to the member's HOR/PLEAD, as the member elects.
- F. Upon Parole/Release from CONUS Civil Confinement. A former member, discharged while in CONUS confinement by civil authorities (Federal, State, county, or local), is not authorized transportation.
- G. Convicted Personnel Awaiting Completion of Appellate Review
1. Involuntary Leave
 - a. A member, placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence which included a punitive discharge/dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR/PLEAD, as the member elects.
 - b. The least expensive transportation mode available must be provided or the member may be paid an amount NTE the Gov't's cost of that least expensive transportation.
 2. Recall to Duty. The member is authorized TDY travel and transportation allowances (including per diem) if:
 - a. A rehearing is ordered following completion of travel, or

b. Official travel is ordered for hospitalization, physical examination, discharge, or other purposes of an official nature.

3. Member Restored to Duty. If the member is restored to duty, the member is authorized PCS allowances in Ch 5, Part A (including per diem), from the place to which transportation was authorized when placed on appellate leave, to the PDS.

4. Final Separation Travel. When the member travels at Gov't expense to the HOR/PLEAD, or to some other place on a NTE basis, this travel is the final separation travel unless the member is restored to duty. See [63 Comp. Gen. 135 \(1983\)](#).

5068 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized

a. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- (1) Retired for physical disability or placed on the TDRL (without regard to length of service);
- (2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days ([B-160488, 14 February 1967](#));
- (3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- (4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

b. A member may select a home:

- (1) Any place in the U.S.;
- (2) The HOR outside the U.S. (see par. 5066-A) or the place outside the U.S. from which the member was initially called/ordered to active duty ([53 Comp. Gen. 963 \(1974\)](#), [54 id. 1042 \(1975\)](#)); or
- (3) Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances based on the member's selection of PLEAD/HOR under par. 5066-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice

- a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOS from the last PDS, on a case by case basis (IAW Service policy).
- b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station as determined by the Service. See par. 1015-C2f
- c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing retirement/ release to inactive duty processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Time Limitations

1. General. Except as in pars. 5068-B2, 5068-B3 , and 5068-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date

- (1) A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.
- (2) Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. 5000-B6.

b. During the 1-Year Period after the Active Duty Termination Date

- (1) A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.
- (2) Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period.
- (3) A longer time period may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Member Undergoing Education or Training.

a. A member, who on the active service termination date:

- (1) Is undergoing education/training to qualify for acceptable civilian employment, or
- (2) Begins such education/training during the period specified in 5068-B1, as extended by par. 5068-B2 (if applicable)

is authorized travel and transportation allowances to a HOS from the last PDS.

**Part A: Members Only/Sec 2c: Member Travel and Transportation
(Special or Unusual Circumstances)**

- b. Travel must be completed within 1 year after the education/training is completed, or 2 years from the active service termination date, whichever is earlier; and
- c. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

4. Other Deserving Cases

- a. An extension of the 1-year time limit in par. 5068-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit.
- b. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service.
- c. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move.
- d. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. 5000-B6) using the Secretarial Process. See [B-126158, 21 April 1976](#).
- e. Delayed travel authorized in par. 5068-B4 must be incident to the member's separation from the Service. See [B-207157, 2 February 1983](#).

C. Recalled to Active Duty before Selecting a Home

- 1. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authority for travel and transportation allowances to a HOS from the last PDS.
- 2. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. 5068-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Member on TDRL Who Is Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay/retirement for any reason (including transfer to the Fleet Reserve/Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. 5068-A or 5068-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued ([32 Comp. Gen. 348 \(1953\)](#)).

5069 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. 5069-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.	

**Part A: Members Only/Sec 2c: Member Travel and Transportation
(Special or Unusual Circumstances)**

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.
 4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place IAW par. 5052.
 5. Temporarily Absent from the PDS. Pars. 5042-A, 5044 (member) and 5090 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.
 6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*
- E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.
1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.
 2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.
 3. Deferred Travel
 - a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.
 - b. Duty ICW a Contingency Operation
 - (1) Limitations. Under [DoDI 1327.06](#), a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the member, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in Gov't's interest.
 - (2) Exception
 - (a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.
 - (b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.
 - (c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

a. Member Directed to Use Available Gov't/Gov't Procured Transportation. An eligible member, directed to use available Gov't/Gov't procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. **Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.**

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the TMC (policy violation and par. 1035) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. 5020-B.	

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't/Gov't procured transportation cost, as appropriate, for the official distance (see par. 5014-A). **This should almost never occur since TMC use is mandatory for all official travel.**

Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
Gov't procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the TMC for airfares but elects not to use the TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR. The member is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use Gov't air transportation IAW par. 5082-A.	

c. POC Use. When the Service authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App 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 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 =		<u>\$ 580.50</u>
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.		

(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 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 =		<u>\$ 70.00</u>
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 =		<u>\$ 1,161.00</u>

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.	

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. COT leave travel and transportation is not authorized if a member elects:

- a. 15 days leave and transportation, under SR&R (par. 7030), or
- b. Either of two other options available in lieu of transportation under SR&R (i.e., cash, or 30 days leave without funded transportation. See par. 7030 and [DoDI 1327.06](#)).

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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, the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.

3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the member, under a contract/agreement with the U.S. Per diem is payable.

4. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. 9000-B3 and 9000-B4; unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS (see pars. 5120-C, 5120-E, and 5122).

5. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the:

- a. Member voluntarily extends the term of service to permit completion of the prescribed tour, or
- b. Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis.

6. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

7. To a TDY station (when a member is assigned to indeterminate TDY, or

8. When the member is:

- a. Absent Without Leave ;
- b. A deserter or straggler;
- c. Dropped or dismissed;
- d. Transferred as a prisoner to a detention facility;
- e. Transferred to a different location to await trial by court-martial; or
- f. In confinement, except as in par. 5150-B8, 5148-A, or 5148-B.

D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:

1. Dependent is not command sponsored prior to travel commencement, or
2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

5078 TIME LIMITATION

Unless otherwise prescribed in the JTR, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of a new PCS order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5080 FUNDS ADVANCE

- A. General. Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e.
- B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.
- C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.
- D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

5082 TRANSOCEANIC TRAVELA. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is 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 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION b: PER DIEM*****5093 ESCORT OR ACCOMPANYING DEPENDENT**

*A. Escort. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

*B. Authority. Escort travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

*C. Circumstances. This par. prescribes the travel and transportation allowances payable for a dependent's escort. This travel may be authorized under the following circumstances, for:

*1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:

*a. Dies,

*b. Is declared missing,

*c. Is injured (see par. 5152), or

*d. Is otherwise unable to accompany the dependent.

*2. Non-concurrent PCS Travel

*a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.

*b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.

*c. Gov't transportation must be used on a space required basis when available. If not available, allowances are IAW par. 5093-D;

*d. Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.

*3. Unusual/Emergency Circumstances

*a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in Ch 5, Part A3c.

*b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.

*c. Gov't transportation must be used on a space required basis as the directed mode when available. If

not available, allowances are IAW par. 5093-D;

*d. Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.

*D. Member as an Escort of a Dependent(s). A member escort under this par. is authorized TDY travel and transportation allowances.

*E. Civilian Employee as an Escort of a Dependent(s). An employee escort, traveling under par. 5093-C1, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See par. 7170 or 7175.

*F. Another Person as an Escort of a Dependent(s)

*1. A person other than a member or employee, designated to travel as an escort for a dependent, should be issued an ITA.

*2. This individual is authorized the same transportation and travel allowances as an employee.

*3. See App E for ITA information.

5094 PER DIEM FOR DEPENDENT TRAVEL

A. General

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

B. Dependent(s) and Member Travel Together

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

C. Dependent(s) Travel Separately

1. Maximum Per Diem Rate. The member is authorized per diem for the dependent traveling separately, as follows:

a. One Dependent Traveling Separately. The dependent is authorized the same per diem rate the member would have been authorized for travel (100% per diem).

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

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

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

D. TDY Involved

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

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

F. Examples

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

Member, spouse, and 4 year old child perform PCS travel. Lodging is \$150 (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$101/ \$51). New PDS M&IE is \$60. Standard CONUS per diem = \$142.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ \$20
REIMBURSEMENT				
1 & 2 Aug	\$319.50 (\$142 member + 106.50 spouse 71 child)/day x 2 days=			\$639.00
3 Aug	\$101 + \$51 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	\$33.75 (\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	600 miles x \$.23/mile =			\$ 138.00
Taxi				\$ 20.00
Total Reimbursement				\$1,240.25

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

Member, spouse, 14 and 10 year old deps on PCS travel. Lodging is \$220 (single room rate is \$100) on 15 Jul. POE per diem rate is \$188 (\$126/ \$62). New PDS M&IE is \$64. Standard CONUS per diem = \$142. MALT & Lodging Plus per diem are paid for the same day.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ \$25
REIMBURSEMENT				
15 July	\$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) =			\$146.50
	\$219.75 (\$146.50 x 75%/dep x 2 deps ≥ age 12) + \$73.25 (\$146.50 x 50%/dep < age 12) =			\$293.00
16 July	\$64 x 75% = (member)			\$ 48.00
	\$72.00 (\$64 x 75% x 75%/dep x 2 deps ≥ age 12) + \$24.00 (\$64 x 75% x 50%/dep < age 12) =			\$ 96.00
	MALT: 600 miles x \$.23/mile =			\$ 138.00
	Taxi			<u>\$ 25.00</u>
Total Reimbursement				\$746.50

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: MEMBERS ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION d: DEPENDENT TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES****5108 GENERAL**

A. Scope. This Section covers dependent travel situations that are in:

1. Advance of the member's PCS, and
2. The Gov't's best interest.

B. Travel Order. An order authorizing dependent travel and transportation must cite the specific par. under which the travel is authorized.

5110 CALLED/ORDERED TO ACTIVE DUTY

A. TDY Station First Assignment. When a member is called/ordered to active duty, and is:

1. First assigned to a TDY station and then
2. Ordered on PCS,

the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR/PLEAD to the first PDS.

B. Commissioned from Service Academies

1. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed.
2. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:
 - a. HOR;
 - b. Service academy; or
 - c. Place at which the dependent is acquired.
3. If the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. 5110-B2a or 5110-B2b, as appropriate, applies.
4. This authority is without regard to whether TDY is directed or performed en route.

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE

- A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.
- B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED

A. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in this par. if they travel.

B. Dependent Authorized Concurrent Travel with Member

1. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized dependent travel allowances when performed from the dependent's location when the member receives the PCS order to the OCONUS PDS, NTE the travel allowances from the last place transported at Gov't expense to the new PDS.
2. Gov't transportation facilities for transoceanic travel should be used when available.

C. Concurrent Dependent Travel Denied

1. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month

a. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

- (1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
- (2) Provided the member was called to active duty from that place or it is the member's HOR.

b. A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

2. Anticipated Delay to Be for Less than 20 Weeks from Member's Port Reporting Month

a. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS.

b. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

D. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

1. CONUS,
2. A non-foreign OCONUS area; if:
 - a. The member was a legal resident of that area before entering on active duty;

- b. The member's spouse was a legal resident of that area at the time of marriage;
 - c. The member was called to active duty from that area;
 - d. It is the member's HOR; or
 - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.
4. In these situations:
- a. A dependent cannot be moved again at Gov't expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT.
 - b. A member moving a dependent to a designated place under par. 5114 may move the dependent to the OCONUS PDS at personal expense.
 - c. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Gov't expense when a subsequent PCS order is issued.

E. Reimbursement for Transoceanic Travel. Par. 5018-C4 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

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. When transferred by a PCS order on a dependent restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

1. CONUS;
2. A non-foreign OCONUS area; if:
 - a. The member was a legal resident of that area before entering on active duty;
 - b. The member's spouse was a legal resident of that area at the time of marriage;
 - c. The member was called to active duty from that area;
 - d. It is the member's HOR; or
 - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location at which the PCS order states the member is to serve an accompanied tour immediately after completing the dependent restricted tour, or a tour falling under par. 5116-B or 5116-C below. The member must have sufficient obligated service to complete the dependent restricted tour and either the tour falling under par. 5116-B or 5116-C below, or the subsequent accompanied tour; or
4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;

- a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
- b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments.
- c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and
- d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit

1. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent restricted tour) or to a designated place as in par. 5116-A.
2. A member is authorized dependent travel and transportation allowances under par. 5116 when the old home port/PDS is identical to the new home port/PDS (57 Comp. Gen. 266 (1978)).

C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member:

1. Is permanently assigned to a ship/afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified, or
2. Is transferred by a PCS order to a ship/afloat staff,

the member is authorized dependent travel and transportation allowances from the PDS to a designated place IAW par. 5116-A.

D. Subsequent Authority

1. When a member is:
 - a. Transferred from a dependent restricted tour to an area that dependent travel is authorized;
 - b. Transferred from a specified ship, afloat staff, or afloat unit in 5116-B2 or 5116-C except when serving a dependent restricted tour at the new PDS (see par. 5116-A) or another specified ship, afloat staff, or afloat unit (see par. 5116-B or 5116-C);
 - c. On permanent duty aboard a ship or on a staff in par. 5116-B or 5116-C when the ship/staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
 - d. On permanent duty on a dependent restricted tour on the date the restriction against dependent travel to the member's PDS is removed;
2. Except as in par. 5088-E, dependent travel and transportation allowances are authorized from the dependent's location:
 - a. On receipt of the PCS order in par. 5116-D1a or 5116-D1b; or
 - b. On the date of change of conditions in par. 5116-D1c or 5116-D1d, or
 - c. From the place the dependent was moved at Gov't expense under par. 5116-A or 5116-C, whichever

results in the least reimbursement,

to the member's PDS.

3. Dependent travel and transportation allowances are authorized from the:

a. Place the dependent was moved under par. 5116, or

b. Home port for a ship, afloat staff, or afloat unit if the dependent is there on receipt of the PCS order in 5116-D1b,

to the new PDS.

4. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. 5116-B or 5116-C and the new PDS are identical (57 Comp. Gen. 266 (1978)).

E. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances:

1. From the old home port or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from:

a. The old home port to a location other than the new home port, par. 5090 applies.

b. A designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.

2. From the old home port to the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from:

a. A location other than the old home port to the new home port, par. 5090 applies.

b. A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.

3. From the old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement

1. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port.

2. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled, or revoked.

3. Provisions apply, but are not limited, to a member who has:

a. Delayed dependent travel or transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.
5. Authority for a member in par. 5050-H is not applicable to exception for dependents in pars. 5116-F.

5118 REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED

- A. General. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized at the new PDS, or IAW par. 5116, if the member is to serve an unaccompanied tour at the new PDS.
- B. Subsequent PCS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS the member last departed.
- C. Tour Length Restrictions. If the move is within the same theater, the tour length restrictions in pars. 5174-C5 and 5174-D do not apply.

5120 CONSECUTIVE OVERSEAS TOUR (COT)

- A. General. A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances (see par. 5150 for IPCOT allowances) under this par.
- B. Unaccompanied to Unaccompanied Tour
 1. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest.
 2. *This authority may not be delegated.*
 3. This movement is authorized only on a PCS.
- C. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.
- D. Accompanied to Unaccompanied Tour
 1. General. When a member serves an unaccompanied tour par. 5114-D or 5116-A applies.
 2. Dependent Stays at Old PDS
 - a. A member may leave a command-sponsored dependent at the old PDS.
 - b. This location must be authorized/approved through the Secretarial Process.
 - c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).
 - d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).
 3. Dependent Status. A dependent is no longer command-sponsored once the member departs PCS per [DoDI 1315.18, Procedures for Military Personnel Assignments](#).

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.
2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

5122 CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENTA. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.
2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.
3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.**5124 TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY**

A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.

B. Travel and Transportation Not Authorized. *Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).*

5126 CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY

A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.

B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.

C. Unusually Arduous Home Port Change Allowances. Home port change allowances involving units specified as unusually arduous are in par. 5116.

5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF

For determination of dependent travel and transportation allowances, a mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port.

5130 MEMBER ORDERED TO A HOSPITAL IN CONUS**A. General**

1. This par. does not apply to a member not authorized dependent travel and transportation allowances under par. 5076.
2. Except as provided in par. 5130-C, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

B. From Duty Stations or Hospitals in CONUS

1. A member on active duty, who is transferred within CONUS from a PDS/TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. 5074-A, to the hospital.
2. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

C. From OCONUS Duty Stations or Hospitals

1. A member at an OCONUS PDS, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS/designated place, to the first hospital the member is transferred for observation and treatment.
2. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

D. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. 5130-B and 5130-C, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. 5090).

E. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

1. When a dependent did not travel at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. 5074-A) or from a designated place to which previously transported (see par. 5116), as applicable;
2. When a dependent traveled at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital the member was transferred when the dependent traveled at Gov't expense.

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**A. General**

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.

2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

B. Member Restored to Duty. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place travel was authorized when placed on appellate leave to the member's PDS.

C. Final Separation Travel. When a dependent travels at Gov't expense to the HOR/PLEAD, or to some other place under this par., such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION

A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.

2. A dependent of a member on duty aboard a ship:

a. Being overhauled/inactivated at a place other than its home port, or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. 5134-D in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member.

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.

4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.

5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.

6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.

7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

B. Ship's Home Port Not Changed

1. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. 7615, in which case dependent travel under this par. is not authorized.

2. The member has the option to alternate travel, i.e., member, dependent, member, each time the authority becomes available.

3. Dependent travel under this par. may not exceed the cost of Gov't-procured round trip travel for the member.

C. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

D. Dependent Travel while the Ship Is Being Constructed

1. When the conditions in this par. are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from one of the below.

2. The dependent above may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing.

3. Exception: If the member has elected personal travel under par. 7615-C, dependent transportation under this par. is not authorized.

4. A member has the option to personally travel or substitute dependent travel each time the authority becomes available.

5. Authorization for transportation accrues on/after the 31st consecutive day and every 60th day after the 31st day after the date the member becomes permanently assigned to the ship.

6. A dependent that becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip.

7. All travel under this par. must begin before the ship departs the construction port.

E. Transportation Allowances

1. A member whose dependent travel is covered by pars. 5134-A and 5134-D, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*TMC/TMC use is still mandatory*);
- c. The automobile mileage rate (see par. 2600) for the distance traveled by POC.

2. Gov't transportation must be used to the maximum extent practicable.

3. Reimbursement under par 5134-E1b is subject to:

- a. Par. 5074-B2, for land travel; and
- b. Par. 5082, for transoceanic travel.

4. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5. Reimbursement under par. 5134-E1b or the mileage under par. 5134-E1c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER

A. General

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as “non-concurrent travel application areas” in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by ASD (M&RA).

2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station ([DoDI 1315.18, Encl 5, par. 2.](#)).

3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the ASD (M&RA) for concurrence, approval, and adjudication. See [DoDI 1315.18](#).

4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with ASD (M&RA) for transparency among members.

5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.

6. The member's PCS travel is completed on the reporting date at the new PDS.

7. See par. 10406 and Tables 10E-4 and 10E-5 for housing allowance changes when a Service defers a dependent's travel.

B. Designation of a CONUS Area as a Non-concurrent Travel Application Area

1. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

2. Upon designation of a CONUS area as a non-concurrent travel area, dependent travel to locations within the area is not authorized at Gov't expense until authorized/approved by the installation Commander or designee.

3. The member selects 'awaiting transportation' location for the dependent when par. 5136-C4, 5136-D2, or 5136-E3 applies.

4. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances.

5. The member's new commanding officer may authorize/approve additional travel time when appropriate per Service policy (see par. 5012-C).

6. Pars. 5050 and 5052 are not applicable when the designated place has not been declared.

7. Par. 5136-B3 example: A dependent departs the old PDS en route to the new PDS when the Service declares the new PDS a non-concurrent travel area and directs the dependent to remain at a delay location. Dependent travel and transportation allowances authorized at the 'awaiting transportation' location are:

a. TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or

b. PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

C. Delayed Dependent Travel between CONUS PDSs

1. PCS Order

a. The member's PCS order must state that dependent travel to the new PDS is not authorized until authorized/approved by the installation Commander or designee.

b. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

2. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

3. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must be modified to reflect the authorized designated place.

4. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent performs PCS travel en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

1. Delay Travel to New CONUS PDS

a. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place.

b. A non-foreign OCONUS designated place may be authorized by the Installation Commander when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must state that dependent travel under that order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Installation Commander or designee.

d. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at Gov't expense.

2. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation

status (See par. 2250-B1d).

E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subpar. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

1. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

2. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must reflect the authorized designated place.

3. Travel Delayed while the Dependent Is En Route to the New PDS

a. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. 2250-B1d.

b. The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Installation Commander or designee.

c. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

1. General

a. This par. applies when dependent(s) travel to a dependent-selected location not authorized by a travel order or performs travel prior to the issuance of an amended/modified PCS order.

b. Travel and transportation reimbursement for dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

2. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS is Less than 20 Weeks from the Member's Reporting Date. This subpar. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

3. Anticipated Delay at a Foreign OCONUS PDS for Less than 20 Weeks from the Member's Reporting Date

a. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

4. Anticipated Delay is 20 or More Weeks from the Member's Reporting Date

a. This subpar. applies to a dependent (separately or as a family) who elects to travel, from the member's PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place the dependent was moved at Gov't expense to the new PDS.

d. Pars. 5050 and 5052 are not applicable when the authorized dependent designated place is unknown.

e. Excess travel costs involving the dependent-selected location are the member's financial responsibility.

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those in pars. 5138-B, 5138-C, 5138 D, 5138-E and 5140-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel:

a. From the PDS/place the dependent was last transported at Gov't expense,

b. To the place the member elects to receive travel allowances under par. 5066.

2. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

B. Duty Station Erroneously Designated as HOR

1. An officer who upon:

a. Being commissioned from an enlisted grade;

b. Being commissioned in the regular establishment while on active duty as an RC member; or

c. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized, upon relief from active duty dependent travel and transportation allowances to the correct HOR if the conditions in 2 and 3 below are met.:

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

3. Certified place agrees with the member's residence of record in the Service concerned upon the member's

enlistment or entry on active duty for the service period during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same/another status or in the same/another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.

E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks. An RC member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or
2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less than the Initial Prescribed Period of Service

1. This subpar. applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to.
2. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common carrier transportation that would have been furnished.
3. This subpar. does not apply to a member who is:
 - a. Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#) (see par. 5140-A1a(1));
 - b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 51940A1a(2));
 - c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
 - d. Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve is reduced by the Secretary concerned and is separated or released under honorable conditions;
 - e. Discharged under [10 USC §1173](#) for hardship; or
 - f. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit

1. Except when additional time is authorized/approved, travel must begin before the 181st day following

separation from the Service or relief from active duty for authorization under this par.

2. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. 5000-B6) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings

1. A member, who:

- a. Is found by a physical evaluation board unfit to perform the duties of the member's grade, and
- b. Is not authorized to select a home under par. 5068, but
- c. For the Gov't's convenience, is ordered to a place to await the results of the disability proceedings,

is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested.

2. Dependent travel under this subpar. must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued.

3. Authorization is subject to adjustment upon final disposition of physical disability proceedings NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized

a. A member on active duty is authorized dependent's travel and transportation allowances to the member's HOS under par. 5068-A from the last PDS or place to which the dependent was last transported at Gov't expense when the member is:

- (1) Retired for physical disability or placed on the TDRL (without regard to length of service);
- (2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (B-160488, 14 February 1967);
- (3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- (4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

b. A member authorized travel to a HOS under par. 5068-A:

(1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the specified time limits, and

(2) Whose dependent travels to a home other than the member's HOS,

is authorized dependent travel and transportation allowances for travel performed NTE the authorization for travel from the PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS.

c. Except as in par. 5140B, travel to a HOS must begin within 1 year after the member's termination of active duty.

d. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized.

e. A member who is authorized HOS travel under par. 5068-A, may elect dependent travel under par. 5140-A to the member's HOR/PLEAD outside the U.S. under par. 5138-A ([53 Comp. Gen. 963 \(1974\)](#); [54 id. 1042 \(1975\)](#)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. 5138-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

b. During 1-Year Period after Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in/undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5140-A1a(1) who:

- (1) Is undergoing education/training to qualify for acceptable civilian employment on the active service termination date; or
- (2) Begins such education/training during the 1-year period after active service termination, or during the longer period authorized/approved under par. 5140-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided the conditions in subpar. b below are met.

b. Conditions. Dependent travel and transportation allowances to the HOS are authorized in subpar. a above, provided that:

- (1) Travel begins within 1 year after completion of education/training, or 2 years after the active service termination date, whichever is earlier; and
- (2) Transportation is authorized/approved through the Secretarial Process.

Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5140-B1 or 5140-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. 5140-B1 and 5140-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit.

b. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service.

c. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

d. If additional time is required, the member may request a further extension through the Secretarial Process.

e. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

f. The delays authorized under par. 5140-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

g. See par. 5000-B6 for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS

1. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status.

2. The time limits in pars. 5140-A and 5140-B apply from the date of last release from active duty.
3. If the member dies after the last release, par. 5140-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon release from active duty under honorable conditions to resume the same/different status, authorized dependent travel and transportation allowances to that HOS/PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired

1. A member who is:
 - a. On the TDRL at the time of discharge with severance pay, or
 - b. Retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),is not authorized dependent travel and transportation allowances ICW discharge/retirement.
2. See par. 5140-A or 5140-B for authority ICW placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member in par. 5140-A dies after claiming personal travel allowances (under par. 5068) to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.
2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. 5140-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. 5068 from the place the dependent was last transported at Gov't expense.
3. Time Limitations. Time limitations are the same as in par. 5140-B.

G. Member Ordered to a Place to Await Disability Retirement

1. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued.
2. Authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY

A. General

1. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is:

- a. Later changed to a dependent restricted PDS, or
- b. Change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty,

authority for dependent travel and transportation allowances to a designated place under par. 5116-A3 is as prescribed in par. 5142.

2. In this subpar. "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

B. Restriction/Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. 5116-A.

C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

1. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. 5142-A.

2. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:

- a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. 5142-A in the case of a change to a dependent restricted tour, or
- b. Home port of the ship and from the home port to a place authorized in par. 5142-A in the case of a change in designation of the duty of a ship.

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. 5142-A where they were located under a prior order on the date they received notification of the restriction/change in designation, no dependent travel and transportation allowances are authorized.

E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location

1. When the restriction/change in designation is imposed after the dependent begins travel from a designated place authorized in par. 5142-A, circuitously or otherwise, on/after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction/change in designation and from that place to the previous or a new designated place.

2. The authority cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

1. Designated place in CONUS;
2. Temporary OCONUS location authorized/approved through the Secretarial Process; or

3. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station

1. When the restriction/change in designation is:
 - a. Imposed after the dependent arrives at the member's OCONUS PDS/home port, or
 - b. Not known to the dependent until arrival at/in the vicinity of that PDS,

dependent travel and transportation allowances under par. 5142 are authorized to the same locations and under the same conditions as in par. 5142-F.

2. If dependent evacuation is necessary, par. 6025 applies.

H. Subsequent Authority

1. A member, otherwise authorized dependent travel and transportation allowances under par. 5074-A:
 - a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
 - b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
 - c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS/ship's home port, up to those for travel from the place they were transported under par. 5143 to the PDS/appropriate home port.

2. When the dependent is in CONUS, return transportation to the same/another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS/home port or on the date command sponsorship is granted, whichever is later.
3. If the member elects, the dependent may be retained at the place the dependent traveled under pars. 5142-A through 5142-G until further transportation is authorized.
4. A dependent may be retained at a temporary OCONUS location to which transported under pars. 5142-F and 6025 only when authorized/approved through the Secretarial Process.
5. Dependent travel when the member is not authorized travel and transportation allowances under par. 5076 is governed by par. 6025.

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent restricted tour, under par. 5116 ([45 Comp. Gen. 208 \(1965\)](#)).
2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.
3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.
2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. General. A member on a tour of less than the prescribed tour length at a PDS, who used dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

B. Limitations. Authority in this par. is limited:

1. Up to that from the old to the current PDS.
2. To the situation in which a member's tour is extended due to:
 - a. Unusual circumstances, and
 - b. The needs of the Service.
3. To the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment ([B-208861, 10 November 1982](#)).

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. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

1. Is sentenced by a court martial to:
 - a. Confinement for more than 30 days,
 - b. Receive a dishonorable/bad conduct discharge, or
 - c. Dismissal from a Uniformed Service, or
2. Receives an administrative discharge under other than honorable conditions.

B. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. 5194) are authorized by a Service-designated authority who determines:

1. The authorized destination, and
2. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

C. Travel Request. Travel may be requested by:

1. The member,
2. The member's spouse, or
3. Another dependent (if the member has no spouse, or the spouse is not available).

D. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. See 5096-G, Note.

E. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

1. Member, or
2. Dependent/ex-spouse, when the member authorizes payment to either of them (B-193430, 21 February 1979).

F. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. 5000-B6), dependent travel must start within 180 days from the date:

1. The court martial is completed, or
2. Of administrative discharge.

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT

A. General

1. This par. covers authorized dependent travel and transportation allowances for a member stationed OCONUS who is selected to serve an IPCOT.
2. An IPCOT is not an extension; it is another full tour.

B. Unaccompanied to Accompanied Tour

1. Dependent travel and transportation at Gov't expense from a designated place to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.
2. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

C. Accompanied to Unaccompanied Tour. The provisions of par. 5114-D apply.

D. Accompanied to Accompanied Tour

1. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS the IPCOT is to be served.
2. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

***5151 DEPENDENT STUDENT TRAVEL**

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:
 - a. Transportation in kind,
 - b. Transportation reimbursement (par. 5074-B2), or
 - c. A MALT (par. 5074-B3).
2. Gov't owned/Gov't procured transportation on a space required basis should be used when possible.
3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:
 - a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free DoDEA students with disabilities, and
 - b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.
2. Reimbursement
 - a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel for a member in Ch 4.
 - b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.
 - c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.
 - d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

E. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar.
 - a. Formal education ([37 USC §430\(f\)](#)) is:

- (1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and
- (4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:
 - (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
 - (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A1, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and
- (3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

- (1) Permanently stationed OCONUS; and
- (2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the

member's OCONUS PDS.

4. Lodging

- a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.
- b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.
- c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).
- d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

- a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.
- b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 5151-E does not apply to a member:

- a. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a school in the PDS state;
- b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 ([20 USC §921](#)); or
 - (2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;
- c. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:

- (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
- (2) Not reasonably available, Gov't procured air transportation (from a TMC) for the transoceanic travel portion is used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. *Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*

(2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for TMC provided Gov't procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Gov't Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (App A1) over the direct route between the origin and destination.

d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly TMC provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

- a. Overland travel should be by TMC provided Gov't procured transportation, or, if a TMC is not available at personal expense on a reimbursable basis.
- b. TMC provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever TMC provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for TMC provided Gov't procured transportation between authorized points.
- d. When a POC is used, mileage (par. 2600) is authorized. The mileage amount paid cannot exceed the Gov't's cost had TMC provided Gov't procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. 4780, as appropriate.
- f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs. may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 lbs.) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

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. This par. applies to a dependent (without regard to command sponsorship ([B-158661, 22 December 1966](#))) whose sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §484](#)), or who dies while entitled to basic pay ([37 USC §476\(f\)](#)).

B. Definitions

1. Dependent. See App A1. When a member, entitled to basic pay, dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment, and became age 21 while the member was serving at that PDS (see par. 5088-B).
2. Transportation. "Transportation," as in this par., includes transportation in kind or reimbursement under par. 5074-B2, and/or MALT under par. 5154-A.

C. Limitations

1. Destination. Travel at Gov't expense may not be authorized/approved under this subpar. unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.
2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status ([37 USC §484](#))
 - a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.
 - b. Exception. Travel at a later date may:
 - (1) Be authorized/approved through the Secretarial Process IAW [37 USC §484](#).
 - (2) *Not* be authorized/approved for escort travel for the dependent in par. 5152-F.
 - c. Delayed Travel. Gov't funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.
 - d. Per Diem. *Per diem is not payable ICW dependent transportation authorized in this subpar.*
3. Dependent Travel and Transportation when Member Officially Reported as Dead ([37 USC §476](#))
 - a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example:** Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.
 - b. Per Diem. Per diem (see par. 5094) is authorized for a dependent authorized transportation in this par., ICW the death of a member entitled to basic pay ([37 USC §476\(f\)](#)).

D. When Authorized**1. General**

- a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:
 - (1) Dead; or
 - (2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

(3) Absent for a period of more than 29 days in a missing status.

b. When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. 5152-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at Gov't expense. That final move must be exercised within the time limit in par. 5152-C3.

2. Additional Moves

a. Status Change. A dependent moved under this par. may again be moved under this par. when official notice is received that the member's status has changed from one to another of those listed in par. 5152-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under this par. may be moved again under this par. when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. 5074 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations/instructions necessary for the judicious administration of the authority in this par.

F. Dependent Escort Travel (10 USC §1036)

1. See Ch 7, Part D, for escort travel accompanying an eligible dependent under this par., when it is determined by the AO/Commanding Officer that:

a. Dependent travel is necessary; and

b. The dependent is incapable of traveling alone because of age, mental or physical incapacity, or other extraordinary circumstances IAW Service regulations.

2. Roundtrip travel and transportation allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member:

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

3. *Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.*

4. Travel and transportation allowances may be paid in advance IAW Service regulations.

5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this par. if the Service designated official determines that:

- a. The member has committed a dependent abuse offense against a member's dependent;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; and
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
- a. Member/member's dependent(s), and
 - b. U.S. Gov't.

B. Definitions

1. Dependent Child. For this par., the following is a member's dependent:
 - a. Dependent/acquired dependent as defined in App A1; and
 - b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.
2. Dependent Abuse Offense. A dependent abuse offense is conducted by a member (as defined in [10 USC §1059\(c\)](#)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.

D. Authority

1. When a PCS order has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.
2. Transportation in kind, transportation reimbursement, or 'MALT Plus', is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.
4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW [37 USC §476\(h\)\(4\)\(A\)](#), all monetary payments, *except DLA* (which is not authorized for dependents moving for personal safety.) are paid directly to the dependent instead of to the member.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 5: HHG

SUBSECTION a: GENERAL

5168 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

5170 ELIGIBILITY

A member is authorized HHG transportation and/or NTS when the member is ordered to perform a PCS move.

5172 AUTHORIZED TRANSPORTATION

A. General. Subject to this par. , a member ordered on a PCS is authorized HHG transportation (par. 5172-J); dependent transportation (par. 5074); and mobile home transportation (par. Ch 5, Part A7).

B. Transportation Cost

1. The Gov't's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. 5200) in one lot between authorized places at the Gov't 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS.
2. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).
3. HHG authorized locations are in par.:
 - a. 5198 for PCS, and
 - b. 4575, for TDY.

C. Former PDS. A "former PDS" in par. 5172 includes an individual's HOR.

D. Subsequent HHG Transportation. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

1. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and
2. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

E. Example

1. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.
2. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

3. The member may ship NTE 8,000 lbs. at Gov't expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. 5206.

F. SIT. HHG transportation includes SIT unless specifically prohibited (par. 5236).

G. Mobile Home Allowances. Mobile home allowances are IAW par. 5208-D and Ch 5, Part F.

H. Unaccompanied Baggage (UB)

1. UB weight is part of the member's authorized HHG weight allowance, and NTE the following:

a. Active Duty Members with Command Sponsored Family Member(s). UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

b. Unaccompanied Active Duty Members Normally Assigned to Furnished Gov't Qtrs. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in App W, whichever is less).

c. Unaccompanied Active Duty Members not Normally Assigned to Furnished Bachelor Enlisted Qtrs or Bachelor Officer Qtrs. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

2. UB is part of the administrative HHG weight limitation as reflected in App W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.

3. Transportation expenses of UB in excess of the authorized weight limit are the member's financial responsibility.

4. UB transportation by an expedited mode is limited IAW par. 5210-B.

I. Transportation Prohibition. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

J. Delivery Out of Storage. Delivery out of storage is authorized at Gov't expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

5174 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

5176 TRANSPORTATION EXPENSES

A. Gov't-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. 5240).

B. Member-paid Expenses. The member is financially responsible for all transportation costs as a result of:

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (see App A1;
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C;
5. Special services requested by the member (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the member/member's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. The relocating member is financially responsible for reimbursing the Gov't for all HHG-related costs incurred for excess weight if the shipment is overweight.

5178 LOSS OR DAMAGE CLAIMS

HHG loss or damage claims are submitted IAW Service regulations.

5180 MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE

See par. 5648-A for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

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

See the [USTRANSCOM](#) website for cost computation, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG.

5184 RECRUIT'S CIVILIAN CLOTHING

A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

5186 STORAGE

SIT is part of HHG transportation (par. 5236). NTS may be authorized/approved as an alternative to HHG transportation of any/all of a member's HHG.

5188 AUTHORIZED TRANSPORTATION LOCATIONS

Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
 - a. From Qtrs to packing/crating facility and/or to place of storage;
 - b. From packing/crating facility to Qtrs, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

- c. From packing/crating facility to place of storage;
 - d. To carrier's station from Qtrs, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
- a. Incoming carrier's station to place of storage;
 - b. Place of storage to outgoing carrier's station;
 - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
- a. Carrier's station to Qtrs and/or place of storage;
 - b. Place of storage to Qtrs.

5190 TRANSPORTATION OF REPLACEMENT HHG ITEMS

When a member's original HHG shipment is destroyed/lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member ([B-229189, 9 December 1988](#)). The member's full weight allowance is authorized for the replacement shipment.

5192 REQUIRED MEDICAL EQUIPMENT

Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC):

1. May be shipped in the same manner as HHG and UB but is not weight constrained nor chargeable to the maximum authorized weight allowance or PBP&E allowance.
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized medical care under Title 10, USC.

5194 HHG TRANSPORTATION NOT ALLOWED

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. 5282-B);
2. On leave;
3. Who is AWOL; a deserter/straggler; dropped/dismissed; transferred as a prisoner to a place of detention; or in confinement, except as in pars. 5298-A, 5298-B, 5102-B8, and 5310;
4. Serving in CONUS, who has no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. 5298-A, 5298-B, 5102-B8, and 5310);

5. Under an order to a course of instruction of less than 20 weeks (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. 5282-B);
- *7. When an OCONUS tour is for less than 12 months or less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except when:
 - *a. Granted through the Secretarial Process if the HHG shipping time uses a portion of the 12 months at the OCONUS PDS;
 - *b. Reassigned OCONUS before the prescribed OCONUS tour is completed due to base closure or similar action IAW par. 5296-K;
 - *c. A member is attending a course of instruction (including foreign service schools) for 20 or more weeks IAW par. 5286-A; and/or
 - *d. The Secretarial Process authorizes a reduced administrative HHG weight transportation NTE 10% of the member's full HHG weight allowance on an individual basis when Gov't furnishings or Qtrs are not available at the PDS for PCS travel. See APP W (par. H) and DoDI 1315.18 (Encl. 5, par. 5e). More cost effective options such as excess accompanied baggage must be considered first. The authorization for the reduced administrative HHG weight allowance must be authorized in writing prior to the official travel; and/or
8. Transferred between PDSs in proximity to, or activities at, the same PDS, except as in par. 5260-B ([57 Comp. Gen. 266 \(1978\)](#)).

5196 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. 5210D4.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. 5210-D5a.
3. 60% of the monetary allowance under par. 5210-D5b.

5198 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

A. General

1. A member may transport HHG between any locations.
2. The Gov't's expense *is limited to* that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the Gov't.
3. This also applies to a member on a PCS order from an administratively weight restricted area. See par. 5206-I1.

4. Examples

- a. Example 1. A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a

designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. 5206.

b. Example 2. A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the member's maximum PCS HHG weight allowance transported in one lot from the old to the new PDS.

c. Example 3. Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of the member's maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS *weight* allowance, par. 5206.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS order. The references provide details and *should be reviewed for thorough understanding*.

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance in the Service – Initial Reporting See par. 5280-A.	9, 14, 16, 10
2. Member reenters the service within 1 year of discharge/release from active duty under honorable conditions. See par. 5280-B.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called/ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. 5280-B). See par. 5282-A.	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. 5282-E.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
5. Commissioned/appointed from an enlisted grade to become an officer. See par. 5282--F.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. 5282-G.	9, 10 (“to first PDS” - reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route. See par. 5284-A.	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location. See par. 5286.	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location. See par. 5286.	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area where HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks. See par. 5288.	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS. See par. 5288.	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital. See pars. 5290-B and 5290-D.	5 (“place of storage”), 9, 18, 19, 21

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital. See pars. 5290-C and 5290-D.	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve). See par. 5290-E.	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation. See par. 5292-A.	5, 9, 18 (“upon receipt of order”), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation. See par. 5292-B.	5, 9, 18 (“to ordered place”), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized. See par. 5292-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
18. Ordered on PCS to a PDS in the storage vicinity. See pars. 5294.	From/to 5, 9
19. Ordered to an OCONUS PDS where HHG transportation is permitted. See par. 5296-A1.	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS where HHG transportation is authorized within 20 weeks of member’s port-reporting month. See par. 5296-A2.	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS where HHG transportation is not authorized until 20 or more weeks after member’s port-reporting month. See par. 5296-A3.	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty). See par. 5296-B.	5, 9, 18 (“to the unit’s home port; or the ship, afloat staff, afloat unit or home port for UB”) (“When the home port is OCONUS, par. 5296-A1, 5296-A2, or 5296-A3; or par. 5296-D also applies”)
23. Ordered from a CONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-C.	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location where dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-D.	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS. See par. 5296-E.	9, 18, 19 (“except for limitations noted under pars. 5296-C and 5296-D, member is authorized HHG transportation from the designated place, location, or NTS where HHG were transported under pars. 5296-A 5296-B, 5296-C, and 5296-D, or 5296-H”), 23
26. Ordered from sea duty to OCONUS shore duty PDS. See par. 5296-F.	(Pars. 5296-D and 5296--E for limitations to the following) 5 (“but not NTS to NTS”), 9, 18 (“to new or specified location”), 19 (“from prior specified location or place of storage”; “authorized without cost limitation to new OCONUS PDS”)
27. Ordered from sea duty to sea duty – home ports identical. See par. 5296-G1.	HHG transportation is not authorized except for cases under pars. 5296-D and 5296-E.
28. Ordered from sea duty to sea duty – home ports not identical. See par. 5296-G2.	5, 9 (“except where restricted –pars. 5296-D and 5296-E”), 18 (or home port), 21, 23 (or home port), 30

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port. See par. 5296-H.	“only UB transportation to/from deployed ship without regard to distance”
30. Unit home port officially changed. See par. 5296-I.	If not arduous sea duty, same as par. 5296-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. See par. 5296-J.	5, 9 (“regardless of time left in tour”), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov’t Qtrs or privatized housing; (3) vacating local economy Qtrs; (4) involuntary tour extension. See pars. 5260, 5242, and 5264.	9 (“weight allowance does not apply”)
33. Separation from the service or relief from active duty except for discharge with severance/separation pay. See pars. 5320-A and 5320-B.	5 (“or authorized place of storage”), 6 (“very limited”), 9, 18, 21, 30
34. Separation/relief from active duty to continue in the service. See par. 5320-C.	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation/relief from active duty upon expiration of enlistment/prescribed term of service. See par. 5320-D.	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Gov’t/Gov’t-controlled Qtrs or Privatized Housing upon separation/relief from active duty. See pars. 5320-F and 5320-G.	5, 6, 9 (“Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. 5066”)
37. Member ordered home to await the results of disability proceedings. See par. 5320-H.	9 (to the “home or specific location to await results. Then to the final separation point, less the cost to waiting point”)
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions. See par. 5320-I.	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college. See par. 5320-J.	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty after separation from the service/relief from active duty. See par. 5320-K.	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. 5320-A and 5320-B for authorized places.
41. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS authorized. See par. 5318-A.	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS NOT authorized. See par. 5318-B.	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
43. Member required to vacate Gov’t/Gov’t-controlled Qtrs/privatized housing before selecting a home. See par. 5318-G.	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
44. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions. See par. 5318-H.	5, 9, 13
45. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions. See par. 5318-I.	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
46. A member on the TDRL discharged or retired. See	5, 6, 9 and 13 if still authorized from originally being put

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
par. 5318-J.	on TDRL
47. Member dies after retirement or release, after selecting a home but before HHG transportation. See par. 5318-K1.	9, 13 (“or place selected by dependents NTE member’s maximum PCS HHG weight allowance in one lot to HOS”)
48. Member dies after retirement or release, before selecting a home. See par. 5318-K2.	9, 13 (“NTE dependents’ choice”)
49. Member ordered home to await disability retirement. See par. 5318-L.	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
50. HHG transportation under unusual/emergency circumstances. See par. 5278.	9 (“contingent on dependent transportation” in par. Ch 5, Part A3d)
51. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5310.	9 (“directly related to dependent transportation” in par. 5148), 31
52. Member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions. See par. 5298-B.	9, 11, 15
53. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5298-B.	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
54. Early Return of Dependents from a foreign area -- due to official situations in par. 5146. See par. 5276-A1.	To/from 5, 9 (“within authorized allowance or admin wt. limit”), 22, 31
55. Dependents Return to Member’s OCONUS PDS when authorized due to official situations under par. 5146-A3. See par. 5276-A2.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported
56. Early Return of Dependents from an OCONUS PDS due to national interest. See pars. 5100 and 5276-B.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
57. Dependents Return to Member’s OCONUS PDS when national interest reasons no longer exist. See pars. 5100 and 5276-B.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported”
58. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. 5102 and 5102. See par. 5276-C1.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
59. Dependents do not travel to OCONUS PDS. See par. 5276-C2.	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
60. Death of Dependents in OCONUS Areas. See par. 5276-C3.	5 (“up to prescribed weight limit”)
61. Dependent Return Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements. See par. 5276-C6a. Member Serves an IPCOT. See par. 5276-C6b.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported under either par. 5276-C6a or 5276-C6b”
62. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. Order authorizing dependent transportation under pars. 5102-B8a through 5102-B8h. See par. 5276-C8.	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
63. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with/without Discharge. Order authorizing dependent transportation under par. 5102-B8i. See par. 5276-C8.	“HHG transportation may not be authorized for a distance greater than from the member’s last/former OCONUS PDS to the HOR/PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
64. Authorization following confinement without discharge. See par. 5276-C9.	If transported under par. 5276-C8: 23 (“NTE from HOR/PLEAD to the new PDS”) If not transported under par. 5276-C8: From 19 (“to the new PDS based on the grade held on the PCS order effective date to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. 4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at Gov’t Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 8: PET QUARANTINE

5426 GENERAL

This Part clarifies pet quarantine reimbursement for PCS moves.

5428 PET QUARANTINE REIMBURSEMENT

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

5430 GENERAL PET INFORMATION

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

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

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

D. Contact Information

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

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

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

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

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

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

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

5432 TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 9: TEMPORARY LODGING

5434 CONUS TEMPORARY LODGING EXPENSE (TLE)

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

B. TLE Authorized

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

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

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

3. Examples

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

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

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

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

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

1. When leaving active duty; or
2. For a house hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or
5. On behalf of dependent(s) relocating for personal safety (par. 5153); or
6. When ordered to ITDY, or
- *7. When a Selected Reserve member is authorized limited PCS allowances from primary residence to duty station IAW par. 5605.

D. Time Limitations

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

E. Temporary TLE Increase

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

2. TLE Temporarily Increased Locations:

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

3. Limitations

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

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

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

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

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

5. Examples

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

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

F. Temporary Qtrs

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

a. Must be a temporary residence; and

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

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

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

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

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

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

(5) For similar reasons.

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

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

G. Reimbursement

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

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

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

3. Maximum TLE Reimbursement. :

a. General

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

b. Gov't Qtrs

- (1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.
- (2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A1).
- (3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.
- (4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.
- (5) Non-availability must be documented, by the member, by one of the following:
 - (a) A non-availability confirmation number provided by the Service's lodging registration process; ***or***
 - (b) The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS.

4. Reimbursement Example:

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

5. Reimbursement Computation

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

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

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

- 1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
- 2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

- b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.
- c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.
- d. Step 4: Determine the Applicable Daily Rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

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

1. Member with No Dependents

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

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$142 (\$91/ \$51) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x \$51 = \$81.60 160% x \$91 = \$145.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$80 vs. \$145.60 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$81.60 + \$80.00 = \$161.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$161.60.		\$290 vs. \$ 161.60 \$161.60/day x 8 days=\$1,292.80

3. Member Married to Member with 2 Dependents

A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$142 (\$91/ \$51) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:		
Member #1 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x \$51 = \$51 100% x \$91 = \$91
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.		\$50 vs. \$91 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.		\$51 + \$50 = \$ 101
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$101.		\$290 vs. \$101 \$101/day x 6 days = \$606
Member #2 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x \$51 = \$51 100% x \$91 = \$91
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$50 vs. \$91 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$51 + \$50 = \$ 101
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.		\$290 vs. \$101 \$101/day x 6 days = \$606
The daily rate paid to each member is \$101. The combined daily amount paid to both members is \$202.00 (\$101 + \$101). The combined amount paid to both members for 6 days is \$1,212 (\$202/day x 6 days or \$606 + \$606).		

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

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. **NOTE: In this example, each member claims the two dependent children but for different days.** The members are authorized TLE, computed as follows:

Member #1 (with 2 dependents)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.		\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50
Member #2 (with 2 dependents)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.		\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.		\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50
The first member may claim TLE for any 10 day period and the second member may claim TLE for any other 10 day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).		

5. Member with a Spouse and 2 Dependent Children

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

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

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

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

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

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

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%)	M&IE: Lodging:	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.		\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

I. Funds Advance

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

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **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 through 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or
6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.
- *7. For a Selected Reserve member authorized limited PCS allowances from primary residence to duty station IAW par. 5605.

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		
<i>Effective 1 January 2017</i>		
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		
<i>Effective 1 January 2017</i>		
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		
<i>Effective 1 January 2017</i>		
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					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without-dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	
3			separate dwellings	the same dwelling 3/	each member at the "without-dependent" rate. 4/
4				separate dwellings 2/, 3/	
One Member Has Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	
7			separate dwellings	the same dwelling 3/	each member(at the "without-dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
8				separate dwellings 2/, 3/	
Both Members Have Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. 1/

10				separate dwellings 2/	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 1: GENERAL

5500 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in service (see App A1 definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under [39 USC §1006](#) to a DoD Component ([FTR §302-1.2\(a\)\(2\)](#) & [5 USC §5734](#)). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
 - a. Each as an Employee Separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
 - b. Only One as an Employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

- a. An election under par. 5500-B1 must be in writing and signed by all affected employees.
- b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Member

1. An employee is authorized PCS allowances when transferred in the Gov't's interest, even if the employee's member spouse is also transferred at the same time to the same place.
2. *The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*
3. For duplicate payments, see pars. 5818-E10 and 5780.

D. Travel Order Issuance. See App I for travel order issuance.

5502 ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General

- a. Travel and transportation allowances are payable when it is in the Gov't's interest to fill a position by moving an employee from one PDS to another.
- b. PCS movement authority extends between Gov't agencies.
- c. There must be no break in Gov't service when making the PCS unless the employee was separated from Gov't service because of RIF/transfer of function.

2. DoD Component Responsibility

- a. It is each DoD Component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds.
- b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.
- c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program ([61 Comp. Gen. 156 \(1981\)](#)).

B. PCS Allowance Eligibility

1. When a PCS is authorized IAW App I1, par. A, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of “Gov’t’s interest” are:
 - a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:
 - (1) RIF,
 - (2) Transfer of function,
 - (3) DoD Component career development program,
 - (4) DoD Component directed placement), or
 - (5) The transfer is in the Gov’t’s interest.
 - b. PCS Moves Not in the Gov’t’s Interest
 - (1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee’s convenience and benefit.
 - (2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee’s interest, not in the Gov’t’s interest, and that the Gov’t does not pay the PCS expenses.
 - c. PCS Allowances Payment/Nonpayment Notification
 - (1) PCS Allowances Determination
 - (a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov’t’s interest to pay PCS allowances.
 - (b) This information should be provided during the advertisement period.
 - (c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.
 - (2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***
 - (3) Payment/Nonpayment Determination,
 - (a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.
 - (b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.
 - (c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),
- (2) ICW a DoD Component directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at Gov't expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the Gov't's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

5504 ELIGIBILITY AND ALLOWANCE TABLES

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does **not** include eligibility for:
 - a. Emergency evacuation, or
 - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov't's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.
2. FTR refers to the Federal Travel Regulation.
3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

TABLE 1 ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

Footnotes:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).

4 -- Advance allowed if not shipped via a Gov't-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- RESERVED.

7 -- The Gov't must arrange the NTS.

*8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.

*9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.

*10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 5819.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (par. 5558) (FTR, Part 302-4). 2. Per diem for employee only (par. 5592) (FTR, Part 302-4). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, §302-10.2) ² .	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9) ³ .

Footnotes

1 -- A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

2 -- Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

3 -- POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
<u>Column 1</u>	<u>Column 2</u>
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) Ch 5 Part B) (FTR, Part 302-4). 2. Per diem employee only (par. 5592) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

Footnote 1

- a. TQSE in Ch 5, Part B is *not* authorized for new appointee movement to the first PDS.
- b. The MEA in Ch 5, Part B is *not* authorized for a new appointee to the first PDS.
- c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (Ch 5, Part B) ([FTR, Part 302-12](#)).
- d. The RIT allowance is *not* authorized for a new appointee assigned to first PDS (Ch 5, Part B) ([FTR, Part 302-17](#)).

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4	
TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) (FTR, Part 302-11). 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8). ¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10). 7. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) (FTR, Part 302-5). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6). 3. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 4. Relocation service company use (Ch 5, Part B) (FTR, Part 302-12). 5. Property management service use (Ch 5, Part B) (FTR, Part 302-15). 6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302-14).

Footnote 1. Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5	
TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1	Column 2
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or not pay <i>when the DoD Component authorizes PCS allowances.</i>
<p>1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4).</p> <p>2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16).</p> <p>3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7).</p> <p>4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302-8).</p> <p>5. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17).</p>	<p>1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</p> <p>2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</p> <p>3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival.</p> <p>4. POV shipment (Ch 5, Part B) (FTR, Part 302-9).</p> <p>5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B (FTR, Part 302-15).</p> <p>6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302-12).</p> <p>7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302-14).</p>

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6	
TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302-16). 3. Sell & buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (FTR, Part 302-11)¹. 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (FTR, Part 302-8). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.¹

Footnote 1. Allowed when:

- a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
- b. When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 3. MEA (Ch 5, Part B) (FTR, Part 302-16). 4. NTS (extended storage) of HHG (par. 5312) (FTR, Part 302-8). 5. RIT (Ch 5, Part B) (FTR, Part 302-17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 2. Property management services (Ch 5, Part B) (FTR, Part 302-15). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302-6) ¹ .

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Per diem for employee only (par. 5108) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9 LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (par. 5110) (FTR, §302-3.304)	
<u>Column 1</u> Relocation allowances that DoD Component must pay or reimburse	<u>Column 2</u> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302-4). 2. Per diem for the employee only (Ch 5, Part B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10).	1. POV shipment (Ch 5, Part B) (FTR, Part 302-9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10 TEMPORARY CHANGE OF STATION (TCS) (Ch 5, Part B) (FTR, §302-3.400)	
<u>Column 1</u> Relocation allowances that DoD Component must pay or reimburse	<u>Column 2</u> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) (FTR, Part 302-4). 2. MEA (Ch 5, Part B) (FTR, Part 302-16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302-10). 5. POV shipment (Ch 5, Part B) (FTR, Part 302-9). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302-17).	1. HHT expenses (Ch 5, Part B) (FTR, Part 302-5). 2. TQSE (Ch 5, Part B) (FTR, Part 302-6). 3. Property management services (Ch 5, Part B) (FTR, Part 302-15).

M. Table 11: Assignment under the Gov't Employees Training Act

TABLE 11 ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109)¹ (par. 4955)
1. Transportation of employee & immediate family member(s) (Ch 4, Part K) (FTR, Part 302-4).
2. Per diem for the employee (Ch 4, Part K) (FTR, Part 302-4).
3. Movement of HHG & SIT (Ch 5, Part B) (FTR, Part 302-7).

Footnote 1. The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

5506 PCS ORDER ([FTR §302-2.102](#), [§302-2.103](#), [§302- 2.104](#))

When Gov't-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.
2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD Component regulations (par. 5578-A),
3. An appointee/employee should not incur PCS expenses until the written order has been received,
4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.
5. See par. 5558 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method ([FTR §302-7.105/106](#))

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.
2. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
 - a. Origin and destination;
 - b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and
 - c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) ([FTR §302-8.4](#)). An advance *is not authorized* for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) ([FTR §302-6.15](#))

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.
2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.
3. The maximum TQSE period is:
 - a. 120 days for TQSE(AE), and
 - b. 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance ([FTR §302-11.450](#)). An advance *is not paid* for expenses incurred ICW residence transactions.

E. POV Transportation and Emergency Storage ([FTR §302-9.11](#)). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

B. PDT Counseling. Each DoD Component must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. Should be offered as early as possible during the PCS process;
2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. Assists an employee in making more informed decisions;
4. Allows an employee to play a more active role in the PCS;
5. Educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. May be provided by the DoD Component or contractors.

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.
2. A reasonable advance notice period should not be less than 30 days except when:
 - a. The employee and both the losing/gaining agencies agree on a shorter period;

- b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
- c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and
2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A1) apply for payment/reimbursement purposes.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.
2. A new appointee is in a duty status while traveling to the first PDS.
3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#), Permanent Change of Duty Station (PCS).
4. See App A1 for definitions of Different (or Separate) Departments and Agencies, DoD Component, Foreign OCONUS Area/Country, and OCONUS.

B. Movement between Different Departments and Agencies or DoD Components ([FTR §302-2.105](#))

1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.
2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.
3. Reduction in Force (RIF)/Transfer of Functions ([FTR §302-2.105](#))
 - a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.
 - b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.
 - c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.
4. Movement under the DoD Priority Placement Program (PPP)
 - a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.

- b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.
- c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

- a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.
- b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

- a. When an employee transfers from an OCONUS to a CONUS PDS activity, the losing activity must pay employee and dependent transportation allowances IAW par. 5573-B1.
- b. Transportation allowances include per diem and HHG/POV transportation to the employee's:
 - (1) Actual residence, or
 - (2) CONUS activity, NTE the cost to the employee's actual residence.
- c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:
 - (1) HHG/POV to the new PDS,
 - (2) MEA, and
 - (3) Real estate allowances (if the employee is eligible),
- d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:
 - (1) Employee who completes the prescribed tour of duty under the current service agreement;
 - (2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;
 - (3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and
 - (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.

b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee:

a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.

b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

(1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and

(2) After arrival at the destination is employed by another DoD Component without a break in service,

The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.
2. The employee may request a travel and transportation allowance extension.
3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.
4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:
 - a. Married to an employee, or
 - b. Married to a member, or
 - c. Whose domestic partner is an employee/member

when each is traveling under a separate order between PDSs,

2. See par. 1030 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date, except that the 1 year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and
3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.
2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
 - a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
 - b. Residence construction/ renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),
2. Per diem for the employee and dependents (par. 5592-F for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS (NTS is *not authorized for CONUS to CONUS transfers* unless it is to a *designated isolated CONUS PDS*),,
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.
2. May not be reduced/changed by the employing activity ([55 Comp. Gen. 613 \(1976\)](#)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or
2. POV shipment (Ch 5, Part B).

5522 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5556 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
 - a. A new appointee to any position;
 - b. A student trainee assigned to any position upon completion of college work; or
 - c. Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, Note](#)) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
 - a. Of appointment, for new appointees, as defined in par. 5558-B, or,
 - b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.
3. The restrictions in par. 5566 (Short Distance Transfers) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

1. Agreement Requirements. Ch 5, Part B11.
2. Service Requirements. See par. 5840.
3. Travel and Transportation Allowances. Travel and transportation allowances:
 - a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
 - b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

*4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.

5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.
2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov't service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD Component concerned.
3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov't.
4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.
5. See par. 5840-C and App Q3 and Q4 for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.
2. Includes:
 - a. An individual who is employed with the Federal Gov't for the first time,
 - b. Presidential Transition Team personnel (par. 5556-A1c), and
 - c. An employee returning to the Gov't after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or
 - d. A student trainee assigned to the Gov't upon completion of college.
3. Is **not** an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. *Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5510.*

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.
2. Travel before Appointment
 - a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
 - b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at

any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. Ch 5, Part B2 does not limit the Ch 7, Part X provisions allowing the payment of pre-employment interview travel.

3. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b. ***NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.***

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POC is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10); ***NOTE: Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

5. Residence sale and purchase expense (Ch 5, Part B14);

*6. Lease breaking expense (except as in par. 5819-D); and

7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1 The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible

for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 2, Part E.

5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION ([FTR §302-3.206](#))

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest ([FTR §302-3.205](#)). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov't,
2. Within 1 year of the separation date,
3. Under a non-temporary appointment, and
4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12months (beginning the date the employee reports for duty at the new PDS) IAW this par.
2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under this par. are the employee's personal financial responsibility.
3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee ([5 USC §5735](#)) who:

1. Is scheduled for separation from DoD, other than for cause;
2. Is selected for appointment to a continuing position with the U.S. Postal Service; and
3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in App I.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized

the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both ([51 Comp. Gen 27 \(1971\)](#) and [B-172824, 28 May 1971](#)).

5562 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. An employee:

1. Authorized mandatory restoration under FPM 353,
2. Returning from military duty, and
3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DoD vacancy is available ([B-170987, 14 December 1970](#) and [25 Comp. Gen. 293 \(1945\)](#)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:
 - a. Sale (or unexpired lease settlement) at the former civilian PDS; and
 - b. Purchase at the new PDS (the criteria in par. 5566 concerning short distance transfers applies).
2. Reimbursement is prohibited for any:
 - a. Sale,
 - b. Settlement of an unexpired lease, or
 - c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.
2. Based on the employee's status the employee is authorized the below travel and transportation allowances:
 - a. Member Being Discharged. The employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.
 - b. Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian

PDS.

3. The employee is authorized:

- a. MEA (Ch 5, Part B10),
- b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),
- c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and
- d. TQSE, but only if authorized in the order under Ch 5, Part B9.

4. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

- a. The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.
- b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
- c. PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

E. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as a member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered (B-173758, 8 October 1971).

G. Called/Ordered to Active Duty. See Ch 7 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS

A. Limitation

1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.
2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. 5516.

***5565 MISSING PERSONS**

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:

- a. Dead,
 - b. Injured/missing for a period of 30 or more days,
 - c. Interned in a foreign country, or
 - d. Captured by a hostile force.
2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:
- a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence;
 - b. Is not part time/intermittently employed;
 - c. Is not native labor hired on an hourly/per diem basis; and
 - d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).
3. Dependent. For this Part, a dependent includes a/an:
- a. Lawful spouse;
 - b. Unmarried child under age 21 years;
 - c. Dependent stepchild;
 - d. Adopted child under 21;
 - e. Dependent that has been designated as such in official records; or
 - f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits. See Ch 5, Part B.
2. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See Ch 5, Part B.
3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.
4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations;
2. Obtaining authorizations/approvals required; and
3. Issuing travel orders.

5566 SHORT DISTANCE TRANSFERS ([FTR §302-2.6](#))A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.
2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov't's interest (responding to a vacancy announcement is not 'at the employee's request'), and
2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and
3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - a. Residence at the time of PCS notification and the old and new PDSs, and
 - b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met 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. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.
2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.
3. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

5568 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION ([FTR §302-2.106](#))

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following

conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and
2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658 for NTS of HHG at an isolated PDS.
2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

5570 TDY STATION BECOMES PDS

See par. 4800.

5572 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR Part 302-3](#), Subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and
2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#)) and ([GSBCA 16235-RELO, 16 October 2003](#))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destinationa. General.

(1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.

(2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. 5598.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1**. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2**. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at

Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov't's interest, there is no authority for other than separation travel and transportation allowances.

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon reassignment if the employee has:

1. A service agreement providing for return travel and transportation allowances, and
2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the employee's control that are acceptable to the employee's activity.

B. Travel and Transportation Allowances. An employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS

1. Travel and transportation allowances paid by the losing OCONUS activity include:
 - a. Employee and dependent(s) transportation;
 - b. Employee per diem;
 - c. HHG transportation;
 - d. SIT; and

- e. POV transportation, if it was authorized in the Gov't's interest for the employee to have a POV at the OCONUS PDS.
2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:
 - a. Dependent per diem;
 - b. HHG NTS (if assigned to an isolated CONUS location);
 - c. MEA; and
 - d. TQSE (if authorized).

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

If the gaining activity authorizes PCS allowances, and the employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, *and*:

1. Dependent per die;
2. HHG NTS (if assigned to an isolated CONUS location);
3. MEA;
4. Real estate (if applicable);
5. TQSE (if authorized); and
6. HHT (if authorized).

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**A. Applicability**

1. Employees Covered. This par. applies to:
 - a. SES positions; and
 - b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under [5 USC §3392\(c\)](#), to retain SES retirement travel and transportation allowances.
2. Exclusions. This par. does not apply to an SES employee who is a:
 - a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the employee:

a. Satisfied the eligibility criteria in par. 5575-B; and

b. Dies in Gov't service;

c. Died after separating from Gov't service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria

1. General

a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the employee has actually separated from Federal service.

b. *Any expenses incurred prior to actual separation are not reimbursable.* [GSBCA 16328-RELO, 12 April 2004.](#)

2. Employee Requirements

a. Employee was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

(1) One SES career appointment to another; or

(2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under [5 USC §3392](#); or

(3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the employee was:

(1) Eligible to receive an annuity for optional retirement under [5 USC §8336](#) (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System); or under [5 USC §8412](#), Ch 84, Subchapter II (Federal Employees Retirement System); or

(2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or

(3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under [5 USC §8336](#) (d), Ch 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Ch 84, Subchapter II](#);

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under [5 USC Ch 83, Subchapter III](#) (Civil Service Retirement System), or [5 USC Ch 84](#) (Federal Employees Retirement System), including an annuity based on optional retirement, discontinued service retirement, early

voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse/domestic partner;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.

2. Allowable expenses and provisions of these regulations that apply are as follows:

- a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;
- b. Transportation expenses under par. 5578, but not per diem, for the employee's dependent;
- c. MALT if travel is performed by POC; and
- d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and

8. Relocation services.

F. Origin and Destination

1. General

a. The expenses listed in par. 5575-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.

b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents are to reside.

3. Same General or Metropolitan Area

a. These provisions contemplate a move to a different geographical area.

b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee's separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).

2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.

3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee's separation from service (or date of death if the employee died before separating). ([GSBCA 16328-RELO, 12 April 2004](#))

H. Funds Use

1. *Travel advances must not be issued to cover any of the expenses authorized by this par..*

2. Travel and transportation arrangements should be made through Gov't procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.

3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 2415).

4. Reimbursement is NTE the:

a. Policy constructed airfare (App A1) for transportation of the employee and dependents, or,

b. Applicable commuted rate schedule allowances (or the Gov't arranged move cost if that is the directed transportation method),for HHG moving and storage.

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 TRANSFERSA. To and Within CONUS1. 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 OCONUS1. 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 Destinationa. 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/inoculations, 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 5950.
- 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 Destinationa. 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 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5596 TRANSPORTATION**

- A. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.
- B. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence (pars. 1015-C2h, 2000-C and 2125).
- C. Authority. Early return travel may be authorized when:
1. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q3. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840-C11, for exceptions to the PDS service period agreement; or
 2. The OCONUS command determines that it is in the Gov't's interest to return the dependent for reasons of a humanitarian/compassionate nature. **Examples:** physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

5598 REIMBURSEMENT

- A. Limitations
1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. 5596-C, transportation expenses are the employee's personal financial responsibility.
 2. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy constructed airfare (see App A) when contract city pair airfares are not available) from the OCONUS PDS to the actual residence.
 3. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.
- B. Gov't Transportation. If available, Gov't transportation must be used for ERD travel,
- C. Transportation Modes. See Ch 2 for mileage rates and Ch 3 for accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.
- D. Receipt Requirements. See par. 2710 and DoD FMR 7000.14-R, Volume 9 for receipt requirements.

5600 TRAVEL AND TRANSPORTATION LIMITATIONSA. Authorization

1. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.

*2. A dependent's return travel at Gov't expense to the OCONUS PDS is not authorized *except* when incident to RAT. See par. 5950.

B. Reimbursement

1. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:

a. Completes an agreed to period of service,

b. Has received unaccompanied one-way dependent transportation to the actual residence, and

c. Has RAT at a later date.

2. Reimbursement must not exceed the Gov't's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.

C. Receipt Requirements. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

5602 RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT (FTR § 302-3.227)

A. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:

1. Anywhere in the world for an employee's former spouse/domestic partner and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at Gov't expense.

2. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

B. Time Limitation

1. Travel must begin before the end of the employee's current tour of duty.

2. If the employee is serving under a 1, 2, or 3 year tour agreement, travel for a former dependent must begin before the end of the 1, 2, or 3 year tour during which the divorce/annulment/committed relationship termination was finalized.

3. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

5658 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS ([FTR §302-8.100-108](#))

A. Eligibility. An employee who performs PCS travel or new appointee travel (par. 5558) to a designated isolated CONUS PDS is eligible for NTS of HHG.

B. Agreement and Liability Conditions

1. General. Expenses for NTS of HHG at Gov't expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the Agency concerned.

2. Service Agreement. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

3. Service Agreement Violation. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Gov't funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Gov't is IAW finance regulations.

C. Authority

1. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

2. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- a. Available housing at the PDS can accommodate the HHG,
- b. Adequate housing is available within daily commuting distance, or
- c. It is for the employee's convenience.

D. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

1. Conversion of HHG in SIT to NTS,
2. Conversion of storage at personal expense to NTS at Gov't expense, and
3. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at Gov't expense.

E. Time Limitation ([FTR §302-8.108](#))

1. Authorization. NTS at Gov't expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

2. Eligibility Termination and Extension

a. Eligibility for NTS at Gov't expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

b. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Gov't expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples).

c. To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

a. Example 1

EXAMPLE 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2b)
Command approves storage extension to the 90 th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. 5658-E2b))

b. Example 2

EXAMPLE 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2) Employee's eligibility ended: 4 August month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 5658-E2b))

F. Storage Place. The TO determines the NTS location.

G. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A, non-temporary storage (NTS).

H. Documentation

1. NTS authority must be in the PCS order.

2. The TO prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), showing the HHG weight and date placed in NTS.

3. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

I. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense agency for a decision.

5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS ([FTR §302-8.200-203](#))

A. General

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request authority from the employer for HHG withdrawal from NTS and transportation at Gov't expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

2. The conversion of HHG from SIT to NTS, at Gov't expense, and from storage at personal expense to NTS at Gov't expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

B. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

1. Employee is not authorized to transport HHG to the PDS,

2. Employee is unable to use HHG at the PDS,

3. Storage is authorized in the Gov't's best interest, or

4. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C. Time Limitation ([FTR §302-8.203](#))

1. NTS, at Gov't expense, may be authorized for a period NTE the tour of duty.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Gov't expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.

4. The losing OCONUS command may extend the period of NTS at Gov't expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

5. The employee's losing OCONUS command is responsible for ensuring the new PDS TO is notified when the employee's eligibility for storage ends.

6. **Example**

Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5660-C3) Employee's eligibility ended: 31 August 2009 1 st month after the month (August) the employee's eligibility ended was September; 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. 5660-C3))

D. Personnel Office and TO Responsibility for NTS Records. When HHG are placed in NTS at Gov't expense, the following actions must be taken:

1. The TO storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

a. Completed HHG Services Order ([DD Form 1164](#)) and any amendments, ***NOTE: For an Army employee: The TO also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

b. The original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:

a. Establish an employee NTS HHG file that:

(1) Is separate from official personnel records;

(2) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(3) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

b. Furnish the FY fund citation to the TO;

c. Inform the TO if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

d. Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

E. Forms and Procedures. The forms and procedures used for uniformed members may be used for employee NTS as long as those forms and procedures are consistent with provisions in this Ch.

F. Removing HHG from NTS

1. Partial or Full Removal. An employee, whose HHG are in NTS at Gov't expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.
2. Gov't-paid Expenses. The Gov't is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
 - (a) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
 - (b) Return transportation is authorized by JTR for the employee.
3. Employee-paid Expenses
 - (a) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. 5596.
 - (b) When the employee earns return transportation at Gov't expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Gov't expense.
 - (c) **Example:** After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.
4. Documentation. Paid expense receipts of \$75 or more are required.
5. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Gov't expense prior to receiving a new PCS order.

5662 NTS OF HHG FOR A DODDS EMPLOYEE (FTR §302-8.300-301)

A. Storage between School Years

1. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.
2. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:
 - a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
 - b. Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
 - c. DoDDS employee meets the eligibility conditions for NTS; and
 - d. Storage is in lieu of:
 - (1) Gov't Qtrs occupancy,
 - (2) A Qtrs allowance ([20 USC §905\(c\)](#)) **NOTE: If a Qtrs allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or**

(3) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

- a. Commercial storage costs (including related services), or
- b. The value of the storage furnished (including related services) if the HHG were stored in a Gov't facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

B. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

1. May be authorized/approved by the AO if it is in the Gov't's best interest;
- *2. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. 5950-P2d;
- *3. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. 5950-P;
4. Cannot exceed the applicable weight allowance for which there is authority in the JTR;
5. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
 - a. Report for duty at the OCONUS PDS when leave without pay ends, or
 - b. Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

5664 NTS CONVERTED TO SIT

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

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

C. Additional HHG Storage. Unless otherwise provided in par. 5674 no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 8: PET QUARANTINE

5764 GENERAL

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

5766 PET QUARANTINE REIMBURSEMENT

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

5768 GENERAL PET INFORMATION

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

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

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

D. Contact Information

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

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

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

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

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

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

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

5770 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

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

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
GENERAL INFORMATION****5772 PURPOSE**

Except as prescribed in par. 5778-E, TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and
2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

*B. Foreign Transfer Allowance (FTA). See [DSSR Section 240](#) in par. 5819 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authority. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B*. See [CBCA 2311-RELO, 19 April 2011](#).
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).
4. Denied Reimbursement
 - a. The AO may deny reimbursement of any claimed TQSE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.
 - b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.
 - c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.
 - d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

e. See DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBCE decisions: [15583-RELO, 14 August 2001](#), [15818-RELO, 20 May 2002](#), and [16076-RELO, 27 August 2003](#).

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method *before any part of the travel order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel order (including the HHT) has been executed*. See par. 5774-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBCE [16793-RELO, 23 Jan 2006](#), changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBCE [16793-RELO, 23 Jan 2006](#) states, "As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBCE [16437-RELO, 22 Sep 2004](#).

5776 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCE [14888-RELO, 10 May 1999](#)).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. 5802-B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBGA [15986-RELO, 24 February 2003](#) for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area. *The old PDS may be anywhere in the world.;*
3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment ([FTR §302-6.9](#)) ([CBCA 3319-RELO, 1 November 2013](#)).
2. Vacations. A *TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS* ([FTR §302-6.302](#)).

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. 4905-C3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 4955; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA [15569-RELO, 12 July 2001](#)).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)1. General

- a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.
- b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.
- c. TQSE for PPP is authorized IAW procedures outlined in Ch 5, Part B9.

2. Time Limitations

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

b. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE): Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

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

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

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

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

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

(5) Similar factors.

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

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

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

3. TQSE(LS)

a. The AO, *not the employee*, determines if TQSE(LS) is offered.

b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

c. *TQSE(LS) is limited to 30 days, with no extensions under any circumstances.*

5780 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR ([5 USC §5941](#)); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances ([52 Comp. Gen. 962 \(1973\)](#)).

c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense* ([54 Comp. Gen. 892 \(1975\)](#)).

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances* ([FTR §302-6.16](#)).

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area ([DSSR 122.1](#)). See CBCA [798-RELO, 7 November 2007](#).

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the

employee's arrival date at the new CONUS or non-foreign OCONUS area PDS ([DSSR 124.2](#)) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date ([DSSR 122.2](#). See CBCA [1214-RELO, 6 November 2008](#)).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The [DD Form 2912, Claim for Temporary Qtrs Subsistence Expense \(TQSE\)](#) is available to document TQSE expenses for reimbursement.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SUBSECTION d: FOREIGN OCONUS TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)****5812 TQSA**

*TQSA is intended to assist in covering the cost of accommodations in a hotel, pension, or other transient-type quarters at a new foreign OCONUS PDS, plus reasonable meal and laundry/dry cleaning expenses. An employee is authorized TQSA for temporary Qtrs 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](#).

See pars 5556-B4b, 5780, and the [DSSR 124.2](#) for more information on TQSA.

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CHAPTER 5: PERMANENT DUTY TRAVEL***SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES*****SUBSECTION a: 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 REIMBURSEMENTA. 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 GSBICA [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. 5819

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 immunizations/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 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY*****SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES*****SUBSECTION b: DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)*****5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)****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. Pre-departure subsistence expense is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See [DSSR, Section 242.3](#)
 - (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.*

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 11: SERVICE AGREEMENTS

SUBSECTION c: RENEWAL AGREEMENT

5838 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and
2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see Ch 7, Part A10.

B. Married Employees

1. Except as in par. 5838-C, when a married couple are both Gov't employees in the same OCONUS locality, a renewal agreement is negotiated either with:
 - a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or
 - b. One as head of the household and the other treated as a spouse.
2. The couple must elect either par. 5838-B1 or 5838-B1b in a writing signed by both spouses.
3. A copy is filed in each employee's personnel folder.
4. An employee who elects travel and transportation allowances as a spouse under par. 5838-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.
5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal Gov't, the still-employed spouse may:
 - a. Revert to the agreement in force prior to the election, and
 - b. Negotiate RAT, if otherwise eligible.
6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

*1. General. A renewal agreement must not be negotiated under the circumstances in par. 5950-F or with locally-hired individuals in pars. 5838-C2 and 5838-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member ,
- c. Private individual,
- d. Employee of a private individual, or
- e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member,
- c. Federal Gov't civilian employee,
- d. Private individual,
- e. Employee of a private individual, or
- f. Non-Federal organization employee.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 11: SERVICE AGREEMENTS****SUBSECTION d: TOUR OF DUTY REQUIREMENTS****5840 TOUR OF DUTY REQUIREMENT**

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the transfer effective date.
2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.
3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.
4. DoDEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.
5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

- a. Tours of duty established by PDUSD (P&R) for DoD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.
- b. A standard tour of duty is 36 months for an initial agreement, and 24 months under a renewal agreement.
- c. Exceptions to the standard tours of duty are in App Q, Parts 3 and 4.
- d. App Q, Part 4, par. B, provides instructions for requesting a change in a tour of duty length.
- e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in App Q, Part 3 (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

- a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.
- b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.
- c. Except as provided in par. 5840-C4, when an agreed tour of duty of 24 or 36 months is administratively

reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

3. Administratively Extended Tours of Duty

- a. A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
- b. Except as in par. 5840-C4, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
- c. A DoD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
- d. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
- e. The employee and the DoD component authority must sign the initial agreement extension. See [B-199643, 30 September 1981](#).

4. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

- a. When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and
- b. A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.
- c. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:
 - (1) Tour of duty completed under an initial agreement;
 - (2) Tour of duty completed under the extension of the initial agreement, and
 - (3) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5. Employee Released from 5-Year OCONUS Limitation

- a. If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty *and* an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. 5840-C3.
- b. The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

6. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

a. The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. 5840-C2 and 5840-C3, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post ([37 Comp. Gen. 62 \(1957\)](#)).

b. DoD component policies on OCONUS extensions beyond 5 years must be applied ICW pars. 5802-C5 and 5840-C6.

7. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for DoDEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. 5840-C1 for when tour of duty begins.

a. An employee appointed by transfer from another Gov't agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;

b. A military member who separates locally and accept Gov't employment, and with whom an agreement is negotiated;

c. A Gov't contractor employee who separates locally to accept Gov't employment and with whom an agreement is negotiated;

d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;

e. An employee of an international organization in which the U. S. Gov't participates, who is separated OCONUS to accept DoD employment and with whom an agreement is negotiated;

f. A non-appropriated fund employee who separates OCONUS to accept other DoD employment and with whom an agreement is negotiated under the conditions in par. 5836-E2a(2); and

g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. 5836-E2b(1).

8. Reassignment/Transfer in Same Geographical Localitya. PCS Costs Not Incurred

(1) When an employee:

(a) Is reassigned within a DoD component/transferred to another DoD component in the same OCONUS geographical locality, *and*

(b) Does not complete the tour of duty, *and*

(c) Incurs *no* PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

- (a) Return travel and transportation allowances for separation, or
- (b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. 5828, situation 7.

b. PCS Costs Incurred

(1) When an employee:

- (a) Is reassigned within a DoD component/transferred to another DoD component in the same OCONUS geographical locality, *and*
- (b) Does not complete the tour of duty, *and*
- (c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*
- (d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

9. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

- (1) At an OCONUS PDS without a service agreement,
- (2) Who is reassigned within a DoD component/transferred to another DoD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

- (a) Is serving under a service agreement at an OCONUS PDS, *and*
- (b) Is reassigned within a DoD component/transferred to another DoD component, in a different OCONUS geographical locality, *and*
- (c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

- (2) A new agreement is required with:
 - (a) A new 12-month tour of duty, or
 - (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. 5522.
- (3) The new agreement concerns PCS allowances:
 - (a) To the new PDS, and
 - (b) Any additional separation travel and transportation allowances from, the new PDS.
- (4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.
- (5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

10. Employee Not Needed for Full Tour of Duty

- a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation ([26 Comp. Gen. 488 \(1947\)](#)).
- b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.
- c. Employment may be terminated when the employee's services are no longer needed.

11. Effect of Increased/Decreased Tour of Duty

- a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:
 - (1) The tour of duty specified in a currently assigned employee's service agreement governs, and
 - (2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.
- b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.
- c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.
- d. Unaccompanied to Accompanied Example. Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

5842 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. 5836-E2b(2). The tour of duty begins on the date the individual executes an agreement.

*2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty. See par. 5950-F.

5844 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in par. 5844-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

a. Illness not induced by misconduct;

b. Enlistment/call to active duty in the Armed Forces;

c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;

d. Release for the Gov't's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned);

NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the Gov't's convenience.

e. Separation as a result of reduction in force;

f. See par. 5840-C10 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. 5844-B1, the following are acceptable reasons for an *OCONUS employee*:

- a. The employee's immediate presence is required in the geographical locality in which the actual residence is located because of an unforeseen emergency;
- b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.;*** or
- c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in Qtrs allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. 5502-C, an employee, serving under a service agreement who transfers to another DoD component/Gov't agency, must be released from the tour of duty requirement specified in the employee's current agreement.
2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.
3. The employee must continue in Gov't service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES****SUBSECTION a: TEMPORARY CHANGE OF STATION (TCS)****5896 GENERAL** ([FTR §302-3.404](#), [FTR §302-3.500](#), and [FTR §302-3.502](#))

- A. TCS Authorization. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for long-term TDY (between 6 and 30 months) ([FTR §302-3.406](#)).
- B. Official Duty Station. The TCS location is the employee's temporary official duty station ([FTR §302-3.411](#)).
- C. Service Agreement ([FTR §302-3.410](#)). A service agreement is not required for a TCS move.

5898 ELIGIBILITY ([FTR §302-3.402](#))

- A. Assignment. A TCS assignment may be considered only if:
1. The employee is directed to perform a long-term TDY at another duty station outside the local area as described in par. 2800-B;
 2. The assignment is not less than 6 months or more than 30 months;
 3. TDY travel and per diem otherwise are payable; and
 4. The AO determines TCS is more advantageous than TDY IAW par. 5900.
- B. Employees Ineligible for a TCS ([FTR §302-3.403](#)). A TCS assignment may not be considered for a/an:
1. New appointee;
 2. Individual employed intermittently in the Gov't service as a consultant/expert and paid on a daily 'when actually employed' basis;
 3. Individual serving without pay or at \$1 a year;
 4. Employee assigned under the Gov't Employees Training Act ([5 USC §4109](#)) (par. 4955); or
 - *5. Employee assigned to/from a State or local Gov't under the Inter-Governmental Personnel Act (see [5 USC §3372 and par. 5907](#)).

5900 CONDITIONS

- A. Component Cost Considerations ([FTR §302-3.401](#)). Consider a TCS when a cost comparison indicates TCS is to the Gov't's advantage when comparing:
1. Long-term TDY (per diem/AEA for the entire period of the assignment), and,
 2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less

Part B: Employees Only/Sec 13: Temporary Assignments That Allow Limited PCS Allowances Instead Of TDY Allowances/Subsection a: TCS

substantial payments for extended storage and property management services, when authorized).

B. Employee Tax Consideration ([FTR §302-3.502](#))

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.
2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.
3. TCS should be considered if a long-term TDY results in a non-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months ([FTR §302-3.407](#)). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from Gov't service*, TCS expenses are paid.
2. Assignment more than 30 Months ([FTR §302-3.408](#)). If the assignment exceeds 30 months, the employee:
 - (a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;
 - (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and
 - (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement ([FTR §302-3.409](#)). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

5902 TCS ALLOWANCES ([FTR §302-3.412](#), and [§302-3.413](#))**A. Basic Allowances**

1. Authorized Allowances. An employee is authorized:
 - a. MALT, if a POC is used;
 - b. Employee's travel and transportation expenses (par. 5534-C1b for per diem);
 - c. Transportation and dependent per diem (Ch 5, Part B3);
 - d. HHG transportation and SIT (Ch 5, Part B5);
 - e. MEA (Ch 5, Part B10);

- f. Mobile home transportation instead of HHG transportation (Ch 5, Part B7);
 - g. POV(s) transportation (Ch 5, Part B6);
 - h. RIT allowance (Ch 5, Part B16); and
 - i. Storage of POV ICW support of Contingency Operations only (par. 5742).
2. Allowances Not Authorized. An employee is not authorized:
- a. TDY travel allowances (including per diem),
 - b. TDY transportation allowances,
 - c. AEA (Ch 4, Part C),
 - d. Non-emergency storage of a POV.
- B. Discretionary Allowances. The employee may be authorized:
1. A HHT (Ch 5, Part B12);
 2. TQSE, while occupying temporary lodging (Ch 5, Part B9);
 3. NTS of HHG *when necessary during the assignment* (FTR [§302-3.414](#), [§302-3.415](#), [§302-3.416](#), and [§302-3.417](#)) (Ch 5, Part B5d).
 - a. HHG may be in NTS for the TCS duration.
 - b. The TO determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and
 4. Property Management (PM) Service at the Employee's Old PDS Residence, for the TCS Duration
 - a. See Ch 5, Part B15b.
 - b. See FTR [§302-3.418](#), [§302-3.419](#), and [§302-3.420](#).
 - c. PM services may be authorized only for a residence at the employee's PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location ([GSBCA 16138-RELO, 30 September 2003](#)).
- C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. 5902-A and 5904-B, except property management services (par. 5904-B6) and a HHT (par. 5904-C1) when returning to the original PDS ([FTR §302-3.422](#)).
- D. TCS Allowances vs. Per Diem ([FTR §302-3.422](#)). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.
- 5904 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS** (FTR [§302-3.426](#), [§302-3.427](#), [§302-3.428](#), and [§302-3.429](#))

Part B: Employees Only/Sec 13: Temporary Assignments That Allow Limited PCS Allowances Instead Of TDY Allowances/Subsection a: TCS

A. Allowance Duration. TCS allowances (par. 5902) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. 4130-B), and dependent(s) (Ch 5, Part B3) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (Ch 5, Part B3) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (Ch 5, Part B9) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (Ch 5, Part B14);
5. Residence-related relocation service expenses *may be authorized but is not mandatory* (Ch 5, Part B15);
6. Property management expenses *may be authorized but is not mandatory* (Ch 5, Part B15b);
7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);
8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part B6 (for a CONUS to CONUS TCS being converted to a PCS); and
9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station,
2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station, and
3. Per diem.

5906 SEPARATION FROM GOV'T SERVICE (FTR [§302-3.423](#), [§302-3.424](#), and [§302-3.425](#))

A. After TCS Completion

1. An employee who separates (retires/resigns) from Gov't service after TCS completion is authorized the same PCS expenses that are payable had the employee not separated from Gov't service.
2. If the employee returns to other than the PDS or remains at the TCS location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before TCS Completion

1. An employee who separates from Gov't service prior to TCS completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. 5900-E1) that are payable had the employee not separated.
2. Otherwise, payments are limited to what would have been payable had the TCS been performed as TDY.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY*****SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES*****SUBSECTION b: INTER-GOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM*****5907 IPA MOBILITY PROGRAM**

A. Temporary Assignment of an Employee between the Federal Gov't and a State or Local Government or Institution of Higher Education Authorized by the IPA Mobility Program. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. *Assignments solely for training are not made using this authority.*

B. Authority. Title [5 USC §3371-§3375](#) provide authority for the temporary assignment of an employee between the Federal Gov't, and:

1. State or local government;
2. Institutions of higher education;
3. Indian tribal governments;
4. Federally funded research and development centers; or
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following *may be authorized*:

1. Round trip travel, transportation, and per diem for the employee (taxable for an indeterminate period or a period of more than one year) IAW Ch 4, Part B, or
2. Relocation Allowances(IAW Ch 5) *limited to*:
 - a. Employee and dependent(s) travel and transportation expenses to and from the assignment location;
 - b. Transportation and SIT expenses of the employee's HHG and personal effects;
 - c. TQSE when the assignment starts and when it is completed;
 - d. An MEA; and
 - e. Employee expenses for NTS of HHG and personal effects, when the employee is assigned to an isolated location IAW par. 5630-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration,
2. Intermittent, part time, or full time,
3. Extended for up to an additional 2 years, when beneficial to both organizations, and
4. Terminated at any time.

E. IPA Mobility Program Allowances. Employee and dependent travel, transportation and related allowances under the IPA Mobility Program must be IAW [5 CFR, Part 334](#).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION a: GENERAL

5908 GENERAL

A. Conditions

1. Eligibility. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:
 - a. Sale of a residence,
 - b. Settlement of an unexpired lease involving:
 - (1) The residence, or
 - (2) A lot on which a mobile home used as a residence was located at the old PDS; and/or
 - c. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. 5908-B.

2. PM Services Selected and Subsequent Residence Sale

- a. An employee, who elects PM services after the DoD Component offers them, may later elect to sell the residence per par. 5934-D1 within the applicable time limitation and par. 5928-E provisions.
- b. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. 5912-B.
- c. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. PCS Authorized/Approved. A PCS is authorized/approved and, except as in par. 5908-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. Actual Residence. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. Time Limitation. The settlement dates for residential sale (or lease termination) and purchase are within the time limitation in par. 5908-C. See par. 5518 to authorize an extension on the time limitation for residence transactions.);

4. Residence Location. The residence:

- a. Is the place from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify).
- b. May be a mobile home and/or the lot on which that mobile home is located or is to be located.
- c. Must be located in a CONUS/non-foreign OCONUS area.
- d. Includes the dwelling in which the employee's dependent(s) reside or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The residence must reasonably relate to the PDS as determined by the AO.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (see App A).
2. For an employee eligible under par. 5908-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)
4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. 5908-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. ([CBCA 2092-RELO, 13 October 2010](#))
8. Costs for transactions completed after the 2-year period may not be reimbursed. ([CBCA 2793-RELO, 23 August 2012](#); [B-191018, 26 December 1978](#)).
9. The 1-year extension is effective for an employee whose transfer effective date (App A) is on or after 1 August 2011.
10. There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law. See [CBCA 985-RELO, 21 May 2008](#); [B-245281, 20 February 1992](#); [GSBCA 16889-RELO](#), and [GSBCA 16790-RELO](#).

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS1. Definitions. The following definitions apply for the purposes of par. 5908-D:

- a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
- b. Foreign Area. App A.

2. Applicability

- a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
- b. The distance between the residence and the old and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. 5566-C for a short distance transfer.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Gov't expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

- a. A locally hired employee in par. 5836-E2a(1) (former member of U.S. armed forces).
- b. A locally hired employee in par. 5836-E2a(2) unless the individual was an employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;
- c. A locally hired employee in par. 5836-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and
- d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.
- e. A former employee with a break in service (see App A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area ([GSBCA 16811-Relo, 13 March 2006](#)).

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

- a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or
- b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. 5908-D4a to be eligible for expense reimbursement in par. 5908-D4b.

5. Limitations. Expenses incident to a sale/unexpired lease settlement/purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. 5522 is required for reimbursement of residence transaction expenses authorized under par. 5908.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

- a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee ([58 Comp. Gen. 208 \(1979\)](#)).
- b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an

affected employee, is a clearly evident intent to transfer the employee ([B-249451, 7 January 1993](#)).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. 5908-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. ([72 Comp. Gen. 130 \(1993\)](#), [CBCA 1994-RELO, 19 August 2010](#)).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. **Example 1**. An employee transferred from AK to a foreign PDS, Singapore, in the Gov't's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area ([72 Comp. Gen. 130 \(1993\)](#), <http://redbook.gao.gov/11/fl0052879.php>).

2. **Example 2.** An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station ([B-255822, 17 May 1994, <http://archive.gao.gov/iglpdf64/151692.pdf>](#)).
3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station ([B-242558, 19 Jun 1991, <http://redbook.gao.gov/12/fl0055381.php>](#)).
4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP ([GSBCA 13699-Relo, 21 March 1997](#)).
5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, 7 January 1993](#), which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, 13 November 1995](#)).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty ([GSBCA 14889-Relo, 7 April 1999](#)). *The Comp. Gen. noted in this decision that the PDS includes the residence or other Qtrs from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. 5908-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

- a. Legal Title Interest. Except as in par. 5908-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
- b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. 5908-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DoD Component concerned with a trust document copy.

- (2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:
- (a) Property is the employee's residence as described in par. 5908-B2;
 - (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
 - (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and
 - (d) Employee provides the DoD Component concerned with a financing document copy.

The DoD Component concerned may also require that the employee provide proof of state or local laws governing secured credit.

- (3) Title Includes an Accommodation Party(ies) ([GSBCA 16938-RELO](#), and [GSBCA 16943-RELO](#))

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:
 - 1- Property is the employee's residence (par. 5908-B2);
 - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
 - 3- Lender requires the accommodation party's signature on the finance document;
 - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - 5- Accommodation party's name is on the title;
 - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - 7- Employee provides the DoD Component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. 5908-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD Component concerned.

- (4) Title Held by Property Seller. The title is held in the property seller's name and the:
- (a) Property is the employee's residence as described in par. 5908-B2;
 - (b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;
 - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and
 - (d) Employee provides the DoD Component concerned with a financing agreement copy.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. 5908-B2;
 - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
 - (c) Only the employee and/or dependent(s) has made payments on the property;
 - (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
 - (e) The employee provides documentation acceptable to the DoD Component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD Component concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. 5908-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis ([GSBCA 15720-RELO, 28 March 2002](#)).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold ([CBCA 787-RELO, 6 February 2008](#)).

*I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 5819.

5910 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. 5908-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. 4955;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and returning to a different non-foreign OCONUS PDS that does not meet the short distance transfer requirements in par. 5566-C for old and new PDS's that are both in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. Preparing conveyances, other instruments, and contracts;
 - c. Related notary fees and recording fees;
 - d. Making surveys, preparing drawings or plats when required for legal financing purposes;

e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference ([CBCA 1825-RELO, 17 March 2010](#)):

- (1) Fee for Courier delivery or similar service;
- (2) Cost of preparing power of attorney; and

f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges ([56 Comp. Gen. 561\(1977\)](#)). ***Litigation costs are not reimbursable.***

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1% of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1% only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. 5912-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;

(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition ([GSBCA 16053-Relo, 10 June 03](#)).

b. Non-reimbursable Items. Except as otherwise provided in par. 5912-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, [P.L. 90-321](#), and Regulation Z issued IAW [P.L. 90-321](#) by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. 5912-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee ([64 Comp. Gen. 674 \(1985\)](#)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. 5914.

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10% of the actual sale price of the residence at the old PDS, and

2. 5% of the purchase price of a residence at the new PDS.

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS ([FTR §302-11.301 and 302](#))A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. 5914-A2 and 5914-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

- a. Sales agreement;
- b. Property settlement document;
- c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. Purchase agreement;
- b. Property settlement document;
- c. Loan closing statement;
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with [P.L. 90-321](#) "The Truth in Lending Act."

B. Claim Submission. [DoD FMR Vol. 9, Chapter 6](#).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review

a. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

(1) Reasonable in amount, and

(2) Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

b. Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved.

c. The reviewing official must attach to the application ([DD Form 1705](#)) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received.

d. The official at the new duty station forwards the claim to the appropriate payment official for payment approval.

e. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee.

f. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act ([P.L. 90-321](#)).

2. Assistance

a. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable.

b. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 ([5 USC §552a](#)) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the [Washington Headquarters Service DoD Forms Program](#).

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the [DoD FMR, Volume 9](#) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

****NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 5819.***

5918 RETURN FROM MILITARY DUTY

See par. 5562 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

***CHAPTER 5: PERMANENT DUTY TRAVEL**

***PART B: EMPLOYEES ONLY**

***SECTION 17: RENEWAL AGREEMENT TRAVEL (RAT)**

***5950 RAT LEAVE**

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. 5950-C and 5950-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. 5950-B2 to be eligible for the allowances in par. 5950-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. 5950-N1, 5950-N2, and 5950-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. 5950-C and 5950-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. 5950-C).
3. See par. 2400 for the mandatory use of TMCs for transportation arrangements.
4. See par. 5950-L for per diem.
5. *POC mileage is not authorized for RAT while on an OCONUS tour ([FTR, §302-4.301](#)).*

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 5950-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. 5950-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 year (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 year (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. Unaccompanied Dependent Travel. 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. 5950-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 in addition to that allowed in par. 5950-I. Transportation under par. 5950-J is in place of UB the employee may be authorized to transport under the provisions of par. 5950-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. 5950-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			
<i>NOTE: See the Standard CONUS per diem rate or par. 2025 for the current Standard CONUS per diem rate.</i>			
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. <i>Per diem for dependents is not authorized for RAT.</i>			

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. 5950-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, [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. 5950-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. 5950-I and 5950-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. 5950-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. 5950-G (Unaccompanied Dependent Travel) 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. 5950-P2 may be authorized/approved during a period of continuous service IAW pars. 5950-P2b and 5950-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. 5950-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. Dependent transportation may be authorized ICW the employee's RAT and subject to the conditions in this Part, the dependent transportation cost is NTE the Gov't's cost for transportation to the employee's authorized destination.

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. <u>Transportation for Employee and Immediate Family Member(s)</u> . See Ch 5, Part B and FTR, Part 302-4 . 2. <u>Per Diem for Employee Only</u> . See par. 5950-L and FTR, Part 302-4 .	1. <u>HHG Shipment to PDS</u> . See par. 5950-O. 2. <u>Dependent Transportation to PDS</u> . See par. 5950-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 6: EVACUATIONS

PART A: **MEMBERS ONLY**

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION a: GENERAL

6000 REFERENCES

- A. [Title 37, USC §475a](#).
- B. [DoDD 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013.
- C. [DoD Services](#): see [DoD 7000.14-R](#) "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

6005 GENERAL INFORMATION

- A. General. An evacuation (see par. 6010-C) must be caused by unusual/emergency circumstances, such as:
 - 1. War,
 - 2. Riots,
 - 3. Civil uprising/unrest,
 - 4. Adverse political conditions,
 - 5. Host government denial/revocation of permission to remain,
 - 6. National/natural disasters,
 - 7. Epidemics, or
 - 8. Similar conditions of comparable magnitude.
- B. Application. The evacuation applies to:
 - 1. A command and a non-command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. ***A non-command sponsored dependent is authorized transportation only – no safe haven allowances.***
 - 2. A command sponsored dependent en route to the member's:
 - a. PDS, or
 - b. PDS vicinityto establish a permanent residence with the member.
 - *3. A dependent student authorized to travel to the member's PDS, under par. 5151;

4. A dependent who permanently resides at a:
 - a. Member's former PDS vicinity following the member's assignment elsewhere, or
 - b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. ***When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.***

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation ([37 USC §475a](#)), does not apply to a member.
2. A member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

*D. **Funding.** The fund cites chargeable for evacuation allowances for a member's dependent are listed below, or a website/POC is provided.

1. Army

021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

2. Navy

Chief of Naval Operations (N130C)
701 S. Courthouse Road
Building 12, Room 3R180
Arlington, VA 22204-2472

PHONE: (703) 604-5476/7/4 (commercial) DSN 664

EMAIL: NXAG_N130C@navy.mil

3. Air Force

- *a. Officer Dependent Travel: 57#3500 32# 5710.0D 525725
- *b. Officer Dependent Per Diem: 57#3500 32# 5710.0K 525725
- *c. Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725
- *d. Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

NOTE: The "#" should be replaced with the current FY.

4. Marine Corps

Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).

See News & Features, HQMC Finance Policy at:

<https://www.manpower.usmc.mil/webcenter/portal/MRAHome>

5. Coast Guard

USCG Commandant (CG-832)
2703 Martin Luther King JR Ave SE
STOP 7618
Washington DC 20593-7618

PHONE: (202) 372-3577 (commercial)

See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:

<https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016>

6. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX: (301) 713-4140 (commercial)

PHONE: (301) 713-3444 (commercial)

7. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX: (240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

- a. The member's evacuated command sponsored dependent spouse;
- b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;
- c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or
- d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. 6005.

2. Payment Limitation. A dependent is authorized evacuation allowances *only* if the dependent actually evacuates the home.

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (see par. 6015-A1 or 6015-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. 6005).

2. Under emergency circumstances, an oral order may be given by any medium (including telephone).

3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. 2210.

H. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances (authorized under par. 6015-B) may not exceed the estimated amount for 30 days at the safe haven/designated place.

c. Transportation advances (see par. 1015-C2e) must be issued *only* to provide sufficient funds to cover necessary expenses incurred for:

(1) A dependent while traveling to and while at the safe haven/designated place, or

(2) An escort traveling to and from the safe haven/designated place.

2. DLA. DLA (see par. 6015) may be paid to the member designated dependent (see par. 1015-C2e) in advance of the dependent(s) travel to the designated place.

3. Pay

a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.

b. The member designates the advance amount, NTE 2 month's basic pay.

c. The pay advance is payable, to the dependent, in one or more installments.

d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.

e. References

a. DoD. [DoD FMR, Vol. 7A](#), Military Pay, Policy, and Procedures.

b. USCG. [COMDTINST M7220.29](#), U.S. Coast Guard Pay Manual.

c. Implementing Procedures. See individual Service pay and allowance manual(s).

6010 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (App A1) who is:

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;

2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;

3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

*4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. 5151, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. 6015-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.

2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

6015 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

a. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS.

b. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants.

c. The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country

Team, and others as determined between the COCOM Commander and the Chief of Mission. See [Memorandum of Agreement](#) between DOS and DoD, 14 July 1998.

d. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area.

e. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba ([DoDD 3025.14](#), 26 February 2013).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the member's dependents from non-foreign OCONUS areas:

a. The Secretary of Defense or the Secretary's designated representative (Principal Deputy Under SECDEF (Personnel and Readiness (PDUSD (P&R))) for dependents of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (App A1) or designated representative;

g. The commander of a U.S. Installation (App A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS location is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) DoD Services. An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (App A1) must be authorized/approved by PDUSD

(P&R). *Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.*

(2) Non-DoD Services. An evacuee must select an exact U.S. safe haven location.

2. Alternate Safe Haven Location Designation

a. DoD Services

(1) Per [DSSR 614](#), DoS (Under Secretary of State for Management Office) (USS (Mgt) authority is required for designation of an alternate foreign OCONUS safe haven.

(2) The member's command should request USS(Mgt) clearance through the Chief of Mission of the US Embassy in the country where the member is assigned and the member must include that clearance with their request to PDUSD(P&R).

(3) Following Secretary of State authority, the PDUSD (P&R) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent.

(4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.

(5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the Gov't's best interest.

(6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (App A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at Gov't expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

CHAPTER 6: EVACUATIONS**PART A: MEMBERS ONLY****SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION b: DEPENDENT TRANSPORTATION****6020 DEPENDENT TRANSPORTATION**

A. General. Par. 6020 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS. Authorization for dependent's transportation under par. 6020 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the TO in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

*B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. 5151, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. 6020-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par, 6020-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered

1. Command-sponsored Dependent Who Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A command-sponsored dependent, who has established a residence at/in the member's OCONUS PDS vicinity but 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 to be retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation authorization/order.

*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered.

When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. 5151, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. 5151. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. 5151.

*E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. 5151:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to Gov't reimbursement (i.e., it was not intended to issue a port call for that dependent travel), and
2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part.*** See par. 6025-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. 6020 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. 6020-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. 6020-H may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. 6020-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. 6020-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see par. 7210.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. 6020-H, is issued an ITA. See App E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. 6020-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

- (1) Gov't-owned or Gov't-procured transportation, or
- (2) Transportation-in-kind, or
- (3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or
- (4) The automobile TDY mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the TDY mileage allowance. *Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.*

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DoD Service member's dependent, and the Secretarial Process has authorized a non-DoD Service member's dependent, to return to the member's PDS. *A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.*

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. 5151, 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. 5151 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:

Part A: Members Only/Section 1c: OCONUS Evacuation (Safe Haven Allowances)

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		

Part A: **Members Only**/Section 1c: OCONUS Evacuation (Safe Haven Allowances)

	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 <u>per diem rate</u> , 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 31 st to the 180 th 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 31 st to 180 th days)		
Lodging Tax:	\$5.60		
Total:	\$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31 st to the 180 th 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:

Part A: **Members Only**/Section 1c: OCONUS Evacuation (Safe Haven Allowances)

(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 31 st to the 180 th 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

Part A: Members Only/Section 1c: OCONUS Evacuation (Safe Haven Allowances)

(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th 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 31 st to the 180 th 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 \times 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 a: GENERAL****6075 GENERAL INFORMATION**

A. General. An evacuation or limited evacuation, as defined in pars. 6080-D and 6080-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. 6090-I (Transportation) and 6095-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent that departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. 6090-C.; and,***
4. Of a member assigned to a CONUS PDS who dies before the dependent is evacuated from the PDS, or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §475a, the statute pertaining to a dependent's evacuation, does not apply to a member. A member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

*B. Funding. The fund cites chargeable for evacuation allowances for a member's dependent are listed below, or a website/POC is provided.

1. Army

021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

2. Navy

Chief of Naval Operations (N130C)
701 S. Courthouse Road
Building 12, Room 3R180
Arlington, VA 22204-2472

PHONE: (703) 604-5476/7/4 (commercial) DSN 664

EMAIL: NXAG_N130C@navy.mil

3. Air Force

*a. Officer Dependent Travel: 57#3500 32# 5710.0D 525725

*b. Officer Dependent Per Diem: 57#3500 32# 5710.0K 525725

*c. Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725

*d. Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

NOTE: The "#" should be replaced with the current FY.

4. Marine Corps

Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).

See News & Features, HQMC Finance Policy at:

<https://www.manpower.usmc.mil/webcenter/portal/MRAHome>

5. Coast Guard

USCG Commandant (CG-832)
2703 Martin Luther King JR Ave SE
STOP 7618
Washington DC 20593-7618

PHONE: (202) 372-3577 (commercial)

See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:

<https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016>

6. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX: (301) 713-4140 (commercial)

PHONE: (301) 713-3444 (commercial)

7. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX: (240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or
3. The member (as the natural guardian) for a dependent who is under age 18, and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. 6075-A3.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. 6080-B authorizes/orders an evacuation.

E. Written Order. Due to the emergency situations as defined in par. 6075, evacuation travel may be required to begin before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. 2210.

F. Funds Advance

1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when an order is issued for dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances authorized under par. 6095 may not exceed the estimated amount for 30 days at the safe haven/designated place, as applicable.
- c. Transportation advances (par. 1015-C2e) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. A dependent while traveling to and while at the safe haven/designated place, or
2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. 6115 may be paid to the dependent designated by the member in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements ([DoDFMR Vol. 7A](#))), or the [COMDTINST M7220.29](#) (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as

appropriate.

6080 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a member's dependent from any CONUS location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;
3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;
4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DoD component (App A1 definition) or designated representative;
7. The commander of a U.S. Installation (App A1 definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;
8. The commander, director, head, chief or supervisor of a U.S. Gov't organization or office; and
- *9. A State authority for a National Guard member serving on active duty or full-time National Guard duty as indicated in par. 6130.

C. Evacuated Dependent. A dependent (App A1) who is:

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity to establish a residence with the member; or
4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. 6080-B. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be Gov't Qtrs), when authorized/ordered by the appropriate authority indicated in par. 6080-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

2. When a Limited Evacuation is Authorized/Ordered. The nearest available accommodations (which may be Gov't Qtrs), determined to be suitable by the appropriate authority indicated in par. 6080-B who authorized/ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

6085 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. 6080-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the individuals designated in par. 6080-B. If CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

2. Alternate Safe Haven Location Designation

a. DoD Services. The Secretary Concerned has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at Gov't expense from one safe haven to another safe haven when circumstances warrant.

b. Non-DoD Services. Authority is vested in the Secretarial Process.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven for an evacuated dependent and transportation at Gov't expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services, the Secretary Concerned has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DoD Services, the Secretary Concerned, terminates evacuation status and authorizes a dependent to return to the PDS.
2. In limited evacuations involving DoD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.
3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the Secretary Concerned for the DoD Services, or the authority who authorized/ordered a limited evacuation.
4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:
 - a. Permit the family to return to the PDS and terminate the evacuation allowances, or
 - b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
 - c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
 - d. Allow a dependent to remain at the evacuation site with evacuation allowances, as outlined in par. 6085-E, if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

CHAPTER 6: EVACUATIONS

PART B: **EMPLOYEES ONLY**

SECTION 1: EVACUATION TRAVEL

6500 LEGAL BASIS

A. Transportation Authority

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

B. Pay and Allowances

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

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

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

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

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

E. Office of Personnel Management (OPM) Regulations

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

6505 FOREIGN AREA EVACUATIONA. Applicable Regulations. See Ch 6, Part B3a.B. Authorizing/Ordering an Evacuation

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

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:
 - a. Return to the PDS from which evacuated;
 - b. Transfer or reassignment of the employee to another PDS;

- c. Return to actual residence; or
- *d. Transportation to a designated place.

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

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

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

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

6510 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

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

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

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

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. 6510-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

- a. Return to the PDS from which evacuated;
- b. Transfer/reassignment to another PDS; or
- c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

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

*3. Transportation from the initial safe haven to a designated place may be authorized through the Secretarial Process.

D. Limited Evacuation

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

E. Per Diem/Subsistence Expense

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

6515 SAFE HAVEN

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

6520 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

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

- b. Ready the POV for storage and for return to the traveler after the emergency has ended,
- c. Local transportation expenses to and from storage, and
- d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

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

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

6530 POV SHIPMENT

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

6532 PET TRANSPORTATION AND QUARANTINE

A. General. An employee is authorized transportation and quarantine for up to two household pets (defined as a cat or dog) incident to an evacuation from a foreign PDS.

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

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

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

6535 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

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

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CHAPTER 7

SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

Paragraph **Title/Contents****PART A: TRAVEL ICW LEAVE****Section A1: Funded Environmental And Morale Leave (FEML)**

7000	FEML TRANSPORTATION
	A. Policy
	B. Eligibility
	C. Authorized Transportation
	D. Dependent Travel
	E. Number of FEML Trips
	F. Time Limitation
	G. Waiver Authority
	H. FEML Combined with other Travel
	I. FEML Locations/Destinations
	J. Transportation
	K. RESERVED
	L. Dual Allowances
	M. Charge to Leave (Employees Only)
	N. Repayment of FEML Transportation Costs (Employees Only)
	O. Order (Employees Only)
	P. Legal Authority

Section A2: Funded Rest and Recuperation (R&R) Leave

7005	FUNDED R&R LEAVE TRANSPORTATION
	A. Policy
	B. General
	C. Eligibility
	D. R & R Locations/Destinations
	E. Transportation
	F. Official Duty in Iraq, Afghanistan, or Pakistan (Employees Only)

Section A3: Emergency Leave

7010	TRANSPORTATION IN PERSONAL EMERGENCIES (MEMBERS ONLY)
	A. Transportation
	B. Eligibility
	C. Authorized Locations
7015	PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT (MEMBERS ONLY)
	A. Member TDY or Away from the Home Port
	B. Transportation
	C. Reimbursement
	D. Cost Construction
	E. City Pair Airfare Use
	F. One Way Emergency Leave Travel

Paragraph Title/Contents

- 7020 EMERGENCY VISITATION TRAVEL (EVT) (EMPLOYEES ONLY)**
- A. Related Information
 - B. General
 - C. Legal Authority
 - D. Funding
 - E. Limit on Number of Travelers
 - F. Definitions
 - G. Transportation Reimbursement
 - H. Travel Limitations
 - I. Order
 - J. Refund
 - K. Charge to Leave
 - L. Leave Under the Family Medical Leave Act of 1993
 - M. Effect of EVT on RAT
 - N. EVT Followed by FVT
 - O. EVT for Medical Reasons
 - P. EVT in the Event of an Immediate Family Member's Death
 - Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies
 - R. Incapacitated Parent
 - S. Unusual Personal Hardship
 - T. EVT Table
- 7025 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY (EMPLOYEES ONLY)**
- A. General
 - B. DoD Component Responsibility/Authority Delegation
 - C. Employee Responsibility and Documentation
 - D. Definitions
 - E. Employee's Incapacitating Illness/Injury
 - F. Personal Emergency Situation

Section A4: Special Rest and Recuperation (SR&R) (Members Only)

- 7030 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION**
- A. Authority
 - B. Eligibility
 - C. Transportation
 - D. Per Diem
 - E. Contract City Pair Airfares
 - F. Transportation Reimbursement Examples

Section A5: Convalescent Leave (Members Only)

- 7035 CONVALESCENT LEAVE TRANSPORTATION (37 USC §481a)**
- A. Authority
 - B. Transportation Allowances
 - C. Restrictions

Section A6: Ship Relocated During Authorized Absence (Members Only)

- 7040 SHIP RELOCATED DURING AUTHORIZED ABSENCE**
- A. Authorized Allowances

Paragraph Title/Contents

- B. Limitation
- C. Reimbursement

Section A7: Recall From Leave (Members Only)

- 7045 RECALL FROM LEAVE**
 - A. Member’s Responsibility
 - B. Recall for Operational Reasons

Section A8: Lodging ICW Leave/Authorized Absence (Members Only)

- 7050 LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION**
 - A. Authorized Absence
 - B. General
 - C. Eligibility
 - D. Reimbursement

- 7055 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**
 - A. General
 - B. Eligibility
 - C. Reimbursement

Section A9: RESERVED

Section A10: RESERVED

Section A11: Family Visitation Travel (FVT) (Employees Only)

- 7070 GENERAL**
 - A. Purpose
 - B. Discretionary Allowance
 - C. Legal Authority
 - D. Allowable Transportation Expenses
 - E. Eligibility
 - F. Commercial Transportation
 - G. Travel Order
 - H. Refund
 - I. Year
 - J. Charge to Leave
 - K. Scheduling
 - L. Travel to the CONUS/Non-foreign OCONUS Area
 - M. Travel to Visit Dependents in a Foreign Country

PART B: MEDICAL RELATED TRAVEL

Section B1: Physical Examination or Illness (Members Only)

- 7075 ATTENDANTS/ESCORTS**
 - A. Definition
 - B. Determination
 - C. Appointment

Paragraph Title/Contents

- D. Travel and Transportation Allowances
- E. Non Concurrent Attendant Travel

7080 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

- A. Travel Status
- B. Travel and Transportation Allowances
- C. Allowances while at the Medical Facility

7085 TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

- A. Travel and Transportation Allowances
- B. Transportation in Kind

7090 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER

- A. Discharged from the Service upon Entry into a Medical Facility
- B. Not Discharged from the Service upon Entry into a Medical Facility

Section B2: Specialty Care Travel Over 100 Miles (Members Only)

7095 TRAVEL TO SPECIALTY CARE OVER 100 MILES

- A. General
- B. Applicability
- C. Transportation
- D. Lodging and Meals
- E. Reimbursable Expenses
- F. Administrative Provisions

7100 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General
- B. Requirement
- C. Travel and Transportation Allowances
- D. Reimbursement Limitation
- E. Beneficiary Questions Regarding Nonmedical Attendant Allowance

Section B3: OCONUS Dependent Medical Care Travel (Members Only)

7105 OCONUS DEPENDENT MEDICAL CARE TRAVEL

- A. Dependent Definition
- B. Local Medical/Dental Care Not Available
- C. Elective Surgery
- D. Transportation to and from a Medical and/or Dental Facility
- E. Return Transportation
- F. Outpatient Transportation
- G. Lodging and Meals
- H. Reimbursable Expenses
- I. Attendants for a Dependent
- J. Advance
- K. Administrative Provisions
- L. Subsequent Travel and Transportation

Paragraph Title/Contents

- M. Accompanying Dependent Who Is Not an Attendant/Escort

Section B4: Employee and Dependent Medical Travel (Employees Only)

7110	MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS
	<ul style="list-style-type: none"> A. General B. Eligibility C. Required Health Care Determination D. Authorized Health Care E. Unauthorized Health Care F. Designated Point
7115	MEDICAL TRAVEL ADMINISTRATION
	<ul style="list-style-type: none"> A. Applicable Regulations B. Travel Order C. Funding D. Excess Costs Agreement E. Other than Economy/Coach Accommodations
7120	TRANSPORTATION
	<ul style="list-style-type: none"> A. General B. Limitation
7125	PER DIEM
	<ul style="list-style-type: none"> A. General B. Maximum Number of Days C. Elective Destinations D. Hospital Stays E. Dental Care F. Obstetric Care G. Newborn Infant H. Per Diem Rates
7130	EXCESS ACCOMPANIED BAGGAGE
7135	SAMPLE EXCESS COST AGREEMENT
7140	ATTENDANTS/ESCORTS
	<ul style="list-style-type: none"> A. Definition B. Determination C. Appointment D. Travel Allowances E. Attendant/Escort Compensation Agreement F. Attendant/Escort Per Diem G. Non-Concurrent Attendant Travel
7145	SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL
	<ul style="list-style-type: none"> A. Eligibility B. Restrictions C. Payment Authority

Paragraph Title/Contents**PART C: DEPENDENT STUDENT TRAVEL**

- 7160 DODEA STUDENT ACTIVITY TRAVEL**
- A. Travel Authority
 - B. Activity Determination
 - C. Per Diem Not Authorized
- 7165 DEPENDENT STUDENT TRAVEL (EMPLOYEES ONLY)**
- A. Authority and Eligibility
 - B. Transportation of a Student with a Disability for Diagnostic and Evaluation Purposes
 - C. Per Diem

PART D: TRAVEL OF AN ESCORT OR ATTENDANT**Section D1: Travel Of An Escort, Attendant, or Accompanying Dependent (Members Only)**

- 7170 DEFINITIONS OF TERMS USED IN THIS PART**
- A. Escort
 - B. Attendant
- 7175 GENERAL**
- A. Authority
 - B. Travel Order
 - C. Travel of a Member's Escort/Attendant
 - D. Circumstances
- 7180 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)**
- 7185 EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)**
- 7190 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)**
- 7195 ACCOMPANYING DEPENDENT**
- 7200 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)**

Section D2: Non-Medical Attendant for Very Seriously and Seriously Wounded, Ill or Injured Member (Members Only)

- 7205 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER**
- A. General
 - B. Non-Medical Attendant
 - C. Regulatory Authority
 - D. Transportation
 - E. Per Diem
 - F. Reimbursable Expenses
 - G. Funds Advance

Section D3: Civilian Escorts and Attendants (Employees Only)

- 7210 ESCORT FOR A MEMBER'S DEPENDENT**
- A. DoD Civilian Employee
 - B. Non-DoD Gov't Employee

Paragraph Title/Contents

- C. Non-Gov't Civilian
- D. Funds Advance

7215 ATTENDANT FOR A MEMBER'S DEPENDENT

- A. DoD Civilian Employee
- B. Non-DoD Gov't Employee
- C. Non-Gov't Civilian
- D. Funds Advance

7220 ATTENDANT FOR A MEMBER'S DEPENDENT, RETIRED MEMBER OR DEPENDENT

- A. DoD Civilian Employee
- B. Non-DoD Gov't Employee
- C. Non-Gov't Civilian
- D. Funds Advance

7225 ESCORT/ATTENDANT FOR A MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

- A. DoD Civilian Employee
- B. Non-DoD Gov't Employee
- C. Non-Gov't Civilian
- D. Funds Advance

7230 ESCORT/ATTENDANT FOR AN ACTIVE DUTY MEMBER (PATIENT OR SEXUAL ASSAULT VICTIM WITNESS)

- A. DoD Civilian Employee
- B. Non-DoD Gov't Employee
- C. Non-Gov't Civilian
- D. Funds Advance

PART E: TRAVELING WITH A MEMBER OF CONGRESS/CONGRESSIONAL STAFF

7235 GENERAL

- A. Application
- B. Reimbursement

7240 DEFINITIONS

- A. Member of Congress
- B. Congressional Staff Employee
- C. Secretary Concerned

7245 TRANSPORTATION, PER DIEM, AND AEA RATES**7250 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES****PART F: TRAVEL ICW A DEATH**

Section F1: Travel ICW the Death of a Member (Members Only)

7255 GENERAL

- A. Policy
- B. Escorting the Remains of a Deceased Member

Paragraph Title/Contents

- 7260 FUNERAL TRAVEL**
- A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony
 - B. RESERVED
 - C. Definition of Burial Ceremony
 - D. Definition of "Parent" and "Child"
 - E. Disposition of Remains
 - F. Non-Recoverable Remains

Part F2: Travel ICW the Death of an Employee/Dependent (Employees Only)

- 7265 GENERAL**
- A. DoD Component Responsibility
 - B. Application
 - C. Operational Requirements
- 7270 RESPONSIBILITY**
- A. General
 - B. Applicable Regulations
- 7275 DEATH RELATED EXPENSES**
- A. Death Related to Official Duty Performance
 - B. Death During an Absence from Duty
- 7280 PREPARATION OF REMAINS**
- A. Employee
 - B. Employee's Dependent
- 7285 TRANSPORTATION**
- A. Remains of Employee
 - B. Remains of Employee's Dependent
 - C. Dependent(s), Baggage and HHG
 - D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties
- 7290 PER DIEM TERMINATION**
- 7295 ESCORT(S) FOR EMPLOYEE REMAINS**
- A. Authorization
 - B. Limitations
 - C. Travel Expenses
 - D. Escort Travel
- 7300 PCS EXPENSES**
- A. PCS Payment to the Employee's Dependent(s)/Immediate Family
 - B. Authorized Expenses
- 7305 PAYMENT OF EXPENSES**
- A. General
 - B. Payment Prohibition when Other Laws Apply
 - C. Expenses Incident to Death of an Employee Serving in a Contingency Operation

Paragraph Title/Contents**PART G: COURIER TRAVEL**

- 7310 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**
- A. Travel and Transportation Allowances
 - B. Transportation
 - C. Documentation

PART H: TRAVEL ICW A WOUNDED/ILL MEMBER OR EMPLOYEE

Section H1: Travel to Visit a Wounded/Ill Member

- 7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (MEMBERS ONLY)**
- A. General
 - B. Transportation
 - C. Per Diem
 - D. Reimbursable Expenses
- 7320 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (EMPLOYEES ONLY)**
- A. Travel Status
 - B. Authority
 - C. Funding
 - D. Transportation Mode and Routing
 - E. Non-Family Member Travel
- 7321 DESIGNATED INDIVIDUALS**
- A. General
 - B. Change of Designated Individual

Section H2: Travel to Visit a Wounded/Ill Employee (EMPLOYEES ONLY)

- 7322 TRAVEL TO VISIT A WOUNDED/ILL EMPLOYEE**
- A. General
 - B. Criteria for Authorization
 - C. Definitions
 - D. Limit on Number of Travelers
 - E. Transportation
 - F. Per Diem
 - G. Reimbursable Expenses
 - H. Order

PART I: TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

- 7325 GENERAL**
- A. Authority
 - B. Authorization/Approval for Other Reasons
- 7330 PERSON ACCOMPANYING THE TRAVELER**
- 7335 ALLOWABLE EXPENSES**
- 7340 REIMBURSEMENT RESTRICTION**

Paragraph Title/Contents

7345 REGISTRATION FEES

PART J: TRAVEL ICW ATTENDANCE AT YELLOW RIBBON EVENT

7350 ATTENDANCE AT YELLOW RIBBON EVENT

- A. General
- B. Designated Individuals
- C. Transportation
- D. Per Diem
- E. Reimbursable Expenses
- F. Funds Advance

PART K: RESERVE COMPONENT (RC) TRAVEL (MEMBERS ONLY)

7355 ACTIVE DUTY WITH PAY

- A. Applicability
- B. Travel and Transportation Allowances when a Member Commutes
- C. Per Diem/AEA for Certain Active Duty Periods
- D. Physical Examination ICW a Call/Order to Active Duty with Pay
- E. Active Duty for Training (ADT)
- F. Active Duty for Other than Training
- G. TDY Per Diem Computation

7360 ACTIVE DUTY WITHOUT PAY

- A. Standby Reserve
- B. Technicians (Dual Status)
- C. Others

7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

- A. General
- B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area
- C. Travel from Home/Assigned Unit to TDY Station
- D. Travel from a Location other than Home/Assigned Unit to a TDY Station
- E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area
- F. Reimbursement of Service Charges for Transient Gov't Housing Use

7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

- A. Standby Reserves
- B. Other than Standby Reserves

7375 SROTC MEMBER

- A. Applicability
- B. Advanced Training
- C. Financial Assistance Program for SROTC Cadet/Midshipman
- D. Member Ordered to Active Duty (Enlisted or Officer)

7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

- A. Authorized Care
- B. Unauthorized Care

<u>Paragraph</u>	<u>Title/Contents</u>
7385	FUNERAL HONORS DUTY
7395	INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE
	A. General
	B. Eligible Member
	C. Reimbursement
7405	ALLOWANCE SUMMARY TABLES
	A. RC Personnel on Active Duty with Pay
	B. RC Member on Active Duty without Pay (Table 7Z-2)
	C. Inactive Duty Training (IDT) with/without Pay (Table 7Z-3)
	D. Senior Reserve Officers Training Corps Member (Table 7Z-4)
	E. Miscellaneous (Table 7Z-5)

PART L: WITNESS TRAVEL

Section L1: Members Only

7415	WITNESS TRAVEL
	A. Case Involving a Uniformed Service
	B. Case not Involving a Uniformed Service
	C. Gov't Witness
	D. Congressional Committee, Private Individual, or Corporation Witness

Section L2: Employees Only

7420	WITNESS TRAVEL
	A. General
	B. Definitions
	C. Reimbursement
	D. Funding

PART M: TRAVEL ICW REPATRIATION

Section M1: Family Member Travel ICW the Repatriation of a Member Held Captive (Members Only)

7425	FAMILY MEMBER TRAVEL ICW THE REPATRIATION OF A MEMBER HELD CAPTIVE
	A. Definitions
	B. Family Authorized Travel and Transportation
	C. Attendant
	D. Transportation
	E. Per Diem
	F. Funds Advance

Section M2: Repatriation Transportation (Employees Only)

7430	OTHER THAN ARMY CIVILIAN MARINE PERSONNEL
	A. Conditions
	B. Transportation Payment
	C. Transportation Cost

Paragraph Title/Contents

- 7435 ARMY CIVILIAN MARINE PERSONNEL**
- A. Repatriation Authorized
 - B. Repatriation Not Authorized
 - C. Repatriate Classification
 - D. Assistance Furnished

PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCE

- 7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS (MEMBERS ONLY)**
- A. Mobile Units
 - B. Duty Aboard Commercial Carriers
 - C. Ship Constructed, Overhauled or Inactivated at Other than Home Port
 - D. Aerial Surveys
- 7620 TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS (MEMBERS ONLY)**
- A. Disciplinary Action
 - B. Prisoners and Guards
- 7625 RECRUITING EXPENSE REIMBURSEMENT (MEMBERS ONLY)**
- A. Allowances
 - B. Recruiting Expense Funds Advance
- 7630 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION (MEMBERS ONLY)**
- A. General
 - B. Policy
 - C. Allowances
- 7640 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION (MEMBERS ONLY)**
- A. Authorized Allowances
 - B. Maximum Per Diem
 - C. UN Mission Per Diem Reduction Not Authorized
 - D. Member Assigned PCS
- 7650 SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL (MEMBERS ONLY)**
- A. Travel to and from a Service Academy
 - B. TDY Travel
 - C. Travel Incident to Nomination and Admission to a Service Academy
 - D. Aviation Cadet
- 7655 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS (MEMBERS ONLY)**
- A. General
 - B. Member Has a Prior Order
- 7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS TDY ALLOWANCES (MEMBERS ONLY)**
- 7665 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY) (MEMBERS ONLY)**
- A. Authorization
 - B. Members Covered
 - C. Members not Covered

<u>Paragraph</u>	<u>Title/Contents</u>
7800	PRE-EMPLOYMENT INTERVIEW TRAVEL (EMPLOYEES ONLY) A. Application B. Policy C. Payment Authority D. Eligibility E. DoD Component Responsibilities F. Interviewee Responsibilities G. Reimbursement H. Travel Expenses I. Sources Not Allowed J. Fraudulent Claim K. Receipt and Record Maintenance L. Travel Voucher Preparation and Submission
7810	THREATENED LAW ENFORCEMENT OFFICERS (EMPLOYEES ONLY) A. Eligibility B. Allowances C. DoD Component Responsibilities D. DoD Risk Evaluation Process
7815	TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED (EMPLOYEES ONLY) A. Provisions B. Policy C. Applicability D. Limitations E. Definitions F. Allowable Expenses G. Personal Assistants for Employees with a Disability/Special Need H. Specially Equipped Automobile Transportation between CONUS PDSs
7820	TRAVEL OF CONSULTANT OR EXPERT (EMPLOYEES ONLY) A. Authority B. Conditions
7830	JUROR TRAVEL (EMPLOYEES ONLY)
7835	LABOR ORGANIZATION REPRESENTATIVE TRAVEL (EMPLOYEES ONLY) A. General B. Certification

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 9: RESERVED

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 10: RESERVED

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART B: MEDICAL TRAVEL****SECTION 4: EMPLOYEE AND DEPENDENT MEDICAL TRAVEL****EMPLOYEES ONLY**

NOTE: See Ch 7, Part A4 for Emergency Visitation Travel (EVT).

7110 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

NOTE: This par. is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., AL, HI, Guam, Puerto Rico).

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see App A1) are not able to accommodate an employee's/dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the employee's/dependent's next scheduled travel should be authorized as medical travel IAW subpar. C.
4. An eligible employee (assigned to a foreign OCONUS PDS) or a dependent (whose employee sponsor is assigned to a foreign OCONUS PDS), is authorized travel and transportation allowances for travel to and from another location incident to the employee/dependent obtaining required health care (whether or not the care itself is at Gov't expense) under the conditions and limitations in this Part.
5. See Ch 7, Part A4 for emergency travel and transportation for ***an employee*** due to incapacitating illness, injury, or a personal emergency situation while TDY.

B. Eligibility. An eligible individual is a dependent, an attendant/escort, and/or an accompanying family member who meets the following criteria.

1. Employee

- a. An employee must be permanently assigned to a foreign OCONUS PDS.
- b. An employee is eligible while performing foreign OCONUS PCS travel.
- c. *A locally hired employee, who does not have a service agreement, is not eligible for this travel.*

2. Dependent. The dependent:

- a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
- b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.
- c. Infant born during the mothers' health care travel qualifies.

3. Attendant/Escort. See par. 7140.
4. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that
 - a. The family member is incapable of self-care at the PDS, and
 - b. No suitable care arrangements can be made at the PDS, and
 - c. The travel is in the Gov't's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee/dependent, stationed at a foreign OCONUS PDS, at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and
- b. Which, if delayed, could result in the condition becoming worse, and

*c. Includes specialized examinations, special immunizations/inoculations, obstetrical care, and hospitalization ([GSBCA 15948-TRAV, 30 April 2003](#)).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

- *1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations/inoculations.
2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
2. Based on the advice of an appropriate professional certifying physician.

7115 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Employees/Dependents Only. An employee/dependent performing medical travel in any capacity is governed by the JTR.
2. Members Only. Travel and transportation allowances for a member are governed by the JTR when serving as an attendant/escort as part of official duties.
3. Attendant/Escort. See par. 7205.

B. Travel Order. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree, in writing, to pay/reimburse the Gov't's excess travel and transportation costs incurred by the employee/dependent, attendants/escorts, and accompanying family member(s).
2. The Gov't's cost is based on transportation costs to and from the designated point.
3. See par. 7135 for a sample excess cost agreement.

E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. 2110 must be met for full reimbursement.

7120 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.
2. AMC resources should be used when the AO:
 - a. Consults with an appropriate health care provider, and
 - b. Determines it suitable under the circumstances and reasonably available.
3. For AMC flight scheduling information see the [USTRANSCOM Command Surgeon website](#).
4. After consultation with a professional certifying physician, the AO may authorize/approve necessary travel by private airline, ambulance service, or other specialized medical transportation provider.

B. Limitation. An eligible employee/dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. 7115-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at Gov't expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW pars. 7115-D and 7120-B1.

3. Dental Patients. An employee/dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

7125 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:

a. Employee/dependent, accompanying family member(s) and an attendant/escort, subject to the limitations in this par. and par. 7205, and

b. Member authorized as an attendant/escort, subject to the JTR and par. 7205.

2. See par. 4555-B3 for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. 7190-C, 7190-D, 7190-E, 7190-F, and 7190-G, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and

3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee/dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee/dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. 7190-B2 and 7190-B3 for dental patients may not be authorized/approved for more than:

a. 3 days for emergency dental care, and

b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee/dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee/dependent elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

7130 EXCESS ACCOMPANIED BAGGAGE

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. 2302.

7135 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. 7115-D.

DoD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or /Dependent's Name: _____

has been determined to be: _____

(Designated Point)

I agree to pay/reimburse to the Gov't excess travel and transportation costs incurred by myself/my dependent, attendant(s)/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

Employee's Signature

Date

7140 ATTENDANTS/ESCORTS

A. Definition. See App A1.

B. Determination. An employee/dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee/dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or
2. Escort, by the AO,

to accompany an employee/dependent physically incapable of traveling alone.

D. Travel Allowances

1. Member as an Attendant/Escort. A member traveling as an attendant/escort is authorized JTR TDY travel and transportation allowances.

2. Employee as an Attendant/Escort. An employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

- a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee/dependent; and,
- b. Authorized the same travel and transportation allowances as an employee IAW par. 7125.

E. Attendant/Escort Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under par. 7170.
2. The compensation amount for a nonprofessional attendant/escort is NTE the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant/Escort Per Diem

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:
 - a. Consult the treating health care providers, and
 - b. Arrange return travel.
2. In extraordinary cases, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/ escort, who is the employee's/dependent's family member if the attendant/escort's presence is necessary for:
 - a. The employee's/adult dependent's treatment regimen, or
 - b. A minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's/dependent's travel.

7145 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL

A. Eligibility. [DSSR 262.4a](#) (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of [DSSR 264.2\(2\)](#)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Gov't expense, or for the same period for which per diem is paid.

C. Payment Authority. SMA payment regulations are in [DSSR, section 260](#).

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART C: DEPENDENT STUDENT TRAVEL

7160 DODEA STUDENT ACTIVITY TRAVEL

A. Travel Authority. The DODEA statutory charter ([20 USC §921-§932](#)), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.
2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

7165 DEPENDENT STUDENT TRAVEL (EMPLOYEES ONLY)

A. Authority and Eligibility

1. [DoDI 1400.25 Volume 1250](#)

- a. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in [DoDI 1400.25 Volume 1250](#) "Overseas Allowances and Differentials".
- b. [DoDI 1400.25 Volume 1250.4.b](#) authorizes educational travel, prescribed in [DSSR Section 280](#), for a dependent student of a DoD civilian employee assigned in a *foreign area* for travel to and from a school offering a full time course of secondary (in lieu of an education allowance), or post secondary education.

2. [DSSR Section 280](#). For dependent student travel allowances to and from a school, see [DSSR Section 280](#).

3. Travel Administration. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. Transportation Of A Student With A Disability For Diagnostic And Evaluation Purposes

1. Student Travel. Transportation and per diem/AEA, as prescribed for employee TDY travel, are authorized for a tuition free DODEA student who has a disability, or may be considered as having a disability, under [DoDI 1342.12](#), when competent medical/educational authority requests a diagnosis/evaluation under the provisions in [DoDI 1342.12](#), and travel is necessary to obtain the diagnosis/evaluation.

2. Parent/Guardian Travel. If the medical/educational authority requests that one/both of the student's parent(s)/guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem/AEA are similarly authorized for the parent(s)/guardian(s).

Effective 1 April 2014

C. Per Diem. When a student dependent, in a foreign area, travels to and from school under this paragraph,

1. Per diem is authorized for required travel time by the authorized transportation mode,
2. Rates and percentages are the same as for an employee TDY,
3. No per diem is paid if travel is 12 hours or less.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART D: TRAVEL OF AN ESCORT OR ATTENDANT

SECTION 1: TRAVEL OF AN ESCORT, ATTENDANT OR AN ACCOMPANYING DEPENDENT

MEMBERS ONLY

7170 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Attendant

1. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally.
2. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs.
3. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility.
4. A medical authority appoints an attendant.

7175 GENERAL

A. Authority. Escort/attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

B. Travel Order. A travel order (or ITA for a person not a member or a Gov't employee) for an escort/attendant travel must cite par. 7175 as authority. Travel authorization for attendants or escorts must not exceed 30 days unless an extension is authorized/approved when practical per the Agency/Service determination. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long-term TDY flat rate per diem in par. 4250 does not apply.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part D1.

*D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/attendant. This travel may be authorized under the following circumstances:

*1. Dependent Cannot Travel Alone. A person to travel as an escort/attendant for a dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. 7105-I) and the dependent cannot travel alone;

*2. Evacuation. Any person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. 6020-B (OCONUS) or 6075-A (CONUS), and who (the dependent) is later authorized

Part D: Travel of an Escort or Attendant/Sec 1: Travel of An Escort, Attendant or Accompanying Dependent (Members Only)

return transportation to the member's PDS under par. 6020-I (OCONUS) or 6090-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. 6020-H (OCONUS) or 6090-G (CONUS);

*3. **Medical Facility Transfer.** A member to accompany a dependent as an escort/attendant when the dependent, requiring an escort/attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. 7100 in regard to travel for specialty care for TRICARE Prime patients);

*4. **Member's Burial Ceremony or Memorial Service.** Any person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony or memorial service (see par. 7260-A2) as an escort/attendant;

*5. **Student Diagnosis/Evaluation**

a. Any person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under [DoDI 1342.12](#).

*b. See [DODI 1342.12](#) for tuition free DoDEA students with disabilities, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. 7155-D) or to escort the student; or

*6. **Travel to a Repatriation Site.** Any person to travel as an attendant to accompany a dependent authorized to travel to a repatriation site (see par. 7425) and the family member cannot travel alone.

*7. **Witness who is a Sexual Assault Victim.** Any person to travel as an escort/attendant for a sexual assault victim required to travel to testify or participate (e.g., as a witness at a court martial or Article 32 hearing, pre-trial interviews, other hearing, or panel (including Congressional)) ICW the sexual assault. See par. 7415-E.

7180 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A member escort/attendant under this Part is authorized TDY travel and transportation allowances.

7185 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

An employee escort/attendant, traveling under par. 7175-D1, 7175-D2, 7175-D5, 7175-D7, or 7175-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See par. 7170 or 7175.

7190 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

1. A person other than a Uniformed Service member or U.S. Gov't civilian employee, designated to travel as an escort/attendant for a dependent, should be issued an ITA.
2. This individual is authorized the same transportation and travel allowances as a DoD civilian employee.
3. See App E for ITA information.

7195 ACCOMPANYING DEPENDENT

The AO may authorize one or more dependents to travel with the patient if the AO determines that:

1. The dependent is command sponsored at the OCONUS PDS, and incapable of self-support;
2. No suitable care arrangements (e.g., IAW the Service "Family Care Plan") can be made at the OCONUS

PDS;

3. The travel is in the Gov't's interest; and
4. The authority must be employed judiciously.

NOTE The accompanying dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. This authority should only be used as a last resort.

7200 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

The travel and transportation allowances authorized for an escort/attendant for a dependent may be paid in advance.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART K: RESERVE COMPONENT (RC) TRAVEL

MEMBERS ONLY

7355 ACTIVE DUTY WITH PAY ([48 Comp. Gen. 301 \(1968\)](#))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to primary residence or PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the primary residence and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between primary residence and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

- a. Primary Residence,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty (NTE cost for travel between the duty station and primary residence).

3. Actual Expense Allowance Authority

- a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility are unavailable.
- b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:
 - a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't

dining facility are available;

b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility are available;

c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility and Gov't Qtrs (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

- (1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or
- (2) Provided lodging in kind.

b. *Reimbursement for other than service charges for Gov't Qtrs use (App A1) is not authorized.*

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), *and*

b. As directed in the order:

- (1) Return to the place the order is received/addressed, *or*
- (2) Proceed to the new PDS, *or*
- (3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances when a Member Does Not Commute

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member begins travel from a PLEAD other than the primary residence, transportation allowances are

authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. 7355-B or par. 7355-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

Gov't Qtrs and/or Gov't dining facility availability does not change this determination.

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances when a Member Does Not Commute

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days *at any one location* (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member commences travel from a PLEAD other than the primary residence, transportation allowances are authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days *at any one location*. This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. 7355-B or 7355-C applies; and

(2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

(a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or

(b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

Gov't Qtrs and/or Gov't dining facility availability does not change this determination.

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

7360 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

- 1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
- 2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).

7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the:

- (1) Training duty station,
- (2) Drill site,
- (3) Assigned unit city/town location,
- (4) Local area of the assigned unit or home, or

b. Travel between home and the:

- (1) Assigned unit (except in par. 7365),
- (2) Unit training assembly place, or
- (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National

Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location G (TDY location) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:

- a. Reimbursed for lodging service charges, or
- b. Provided lodging in kind.

2. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.

2. An RC member who occupies transient Gov't housing (while performing IDT *without pay*) and is not authorized per diem/AEA, may be:

- a. Reimbursed for lodging service charges, or
- b. Provided lodging in kind.

3. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

7375 SROTC MEMBER

A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under [10 USC §2104](#) and [10 USC §2107](#).

B. Advanced Training ([10 USC §2104](#))

1. Transportation for Field or At Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at sea training site.

2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:

- a. For medical/other examinations,
- b. To observe military functions/operations, or
- c. For other observations deemed appropriate by the Service concerned.

3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

- (1) Home and the nearest appropriate public transportation terminal, and
- (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't procured transportation plus Gov't supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under [10 USC 2104 \(53 Comp. Gen. 957 \(1974\)\)](#).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.
- b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at sea training and return.
- b. For par. 7375-C, a Gov't dining facility is a facility designated for use by officers except when other dining facilities have been designated for use by the SROTC member.
- c. Automobile mileage (par. 2600) may be paid before a member departs from the field/at sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) and [10 USC §2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

7385 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, 'outside the local commuting distance' is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)).

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).

(3) The locality per diem lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

7405 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.

A. RC Personnel on Active Duty with Pay (Table 7-K1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if Gov't Qtrs and dining facility available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE 7K-1 FOOTNOTES:

- 1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. 7080).
- 2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
- 3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
- 4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 6/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

B. RC Member on Active Duty without Pay (Table 7K-2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

TABLE 7K-2 FOOTNOTES:

- 1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table 7K-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE 7K-3 FOOTNOTES:

- 1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
- 2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.
- 3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table 7K-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at sea training when both Gov't Qtrs and meals are available

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE 7K-4 FOOTNOTES:

1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#) -- SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#) -- SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table 7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoD FMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoD FMR, Volume 7A, par. 580105.A for the effective rate.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCES

7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS (MEMBERS ONLY)

A. Mobile Units

1. Allowances. TDY travel and transportation allowances without a specific travel order ([47 Comp. Gen. 477 \(1968\)](#)) are authorized while away from the PDS for a member on duty with/under training for:

- a. The Air Mobility Command,
- b. Marine Corps Transport Squadrons,
- c. Fleet Logistics Support Squadrons,
- d. Naval Aircraft Ferrying Squadrons, or
- e. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

2. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

B. Duty Aboard Commercial Carriers. A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. ***Mileage is not payable when carriers provide transportation.***

C. Ship Constructed, Overhauled or Inactivated at Other than Home Port

1. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

2. Transportation ICW Overhaul/Inactivation

a. If the overhaul/inactivation location:

- (1) Is other than the home port, round trip transportation is authorized between that location and the home port.
- (2) Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.

b. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

3. Transportation ICW Construction

a. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. A dependent(s) must not reside at the construction location.

4. Authorized Transportation

a. Authorized transportation is:

- (1) Transportation in kind,
- (2) Member/dependent-procured transportation, or
- (3) The automobile mileage rate for the official distance.

b. *Gov't transportation must be used, if practicable.*

5. Reimbursement

a. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:

- (1) Par. 3045 for overland travel, and
- (2) Par. 5018-C4 or 5082 for transoceanic travel.

b. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. 5016.

c. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (App A1) for the member between the:

- (1) Overhaul/inactivation location and the original home port (par. 7615-C2), or
- (2) Construction location and future home port, or location where dependents reside (par. 7615-C3).

d. Dependent Travel (par. 5134). If a dependent travels instead of the member, the family transportation cost is limited to the cost of Gov't procured commercial round trip travel for the member.

e. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.

f. Meals and Lodging. *Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.*

6. Conditions

a. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:

- (1) Ship enters the overhaul or inactivation port, or
- (2) Member is permanently assigned to the ship.

b. A member must be permanently assigned to the ship for more than 30 consecutive days.

c. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. 7615 must begin before the ship departs the construction, overhaul or inactivation

location.

d. If a member elects dependent transportation, then member transportation is not authorized.

e. Each opportunity may alternate between member or dependent travel.

D. Aerial Surveys. Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or
2. Gov't projects not pertaining to the Service.

**7620 TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
(MEMBERS ONLY)**

A. Disciplinary Action

1. Transportation

a. General. When a member is ordered to travel for disciplinary action:

- (1) A Gov't auto should be used, if available; or
- (2) If a Gov't auto is not available, the member must be directed to use Gov't procured transportation;
- (3) If Gov't procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
- (4) If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.

b. Limitations. The provisions in par. 3220-B allowing reimbursement up to the directed mode cost does not apply.

2. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. 2030.

3. Lodging

- a. Gov't Qtrs are directed for mandatory use.
- b. If bachelor quarters (barracks) are not available at no cost, then visiting transient quarters should be used and the member reimbursed the Gov't Qtrs service charge.
- c. Only if the office responsible for scheduling and arranging the disciplinary travel cannot arrange Gov't Qtrs, then the member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented IAW par. 2570.

4. Per Diem

a. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.

- b. See App A1 for the definition of "travel status".
- c. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at Gov't expense.

B. Prisoners and Guards

1. Travel and Transportation of Prisoners and Their Guards

- a. Documents. All travel and transportation documents, including tickets, should:

- (1) Be in the name of the member in charge "for" the prisoner(s);
- (2) Be signed, when proper, by the member in charge; and
- (3) Not be surrendered to the individual prisoner(s) for any reason.

- b. Transportation

- (1) When a prisoner is moved on public transportation, the member in charge should obtain Gov't procured transportation for all members and prisoners named in the order.
- (2) Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.

- c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

- d. Reimbursable Expenses. Reimbursable expenses (App G) incurred ICW pars. 7620-A2, 7620-B and 7620-C are payable.

- e. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation

- (1) Authorized Reimbursement

- (a) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.
- (b) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.

- (2) Reimbursement Limitations. Total reimbursement for meals and lodging must not exceed per diem/actual expense allowances for a TDY member.

- 2. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. *Par. 3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.*

- 3. Prisoners on "Commandant's Parole"

- a. Travel upon Release. A prisoner, who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.

b. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:

- (1) A rehearing that is ordered following travel completion; or
- (2) Hospitalization, physical examination, discharge, or other purposes incident to the parole.

c. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. 7620-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. 3045, and for occasional meals (par. 4230).

4. Absentees, Stragglers, and Deserters Moved between U.S. Installations. See Ch 7, Part X.

7625 RECRUITING EXPENSE REIMBURSEMENT (MEMBERS ONLY)

NOTE: See par. 1220 for PDS work site and TDY parking reimbursement.

A. Allowances. An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. Parking fees at itinerary stops;
3. Official telephone calls;
4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. Other small, necessary recruiting expenditures; and
6. Personally procured and consumed meals at non Gov't events when:
 - a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;
 - b. Attendance during meal time is necessary to full participation in the business of the function; and
 - c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in the JTR (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

B. Recruiting Expense Funds Advance. Service regulations may authorize funds advances.

7630 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION (MEMBERS ONLY)

A. General. This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competitions IAW:

1. [10 USC §717](#), [37 USC §420](#), and

2. [DoDI 1330.04](#) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
3. [COMDTINST 1710.13](#) for Coast Guard members.

B. Policy

1. General. An Armed Forces member may be permitted travel and transportation allowances to train for, attend, and participate in international amateur sports competitions (to include qualifying and preparatory events) when authorized.
2. Authorization/Approval. Participation in the Pan American Games, Olympic Games, Paralympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/approved by the Secretary of Defense.
3. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

C. Allowances. An Armed Forces member, who is authorized to travel under this par. is authorized TDY travel and transportation allowances.

7640 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION (MEMBERS ONLY)

- A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.
- B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.
- C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission per diem allowance.
- D. Member Assigned PCS. For a member assigned PCS as an observer to any UN Peacekeeping Organizations, see pars. 9230 and 10034.

7650 SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL (MEMBERS ONLY)

A. Travel to and from a Service Academy

1. Upon Entrance to the Academy

- a. A person (other than an enlisted member) is authorized PCS allowances from the abode, home, or school (certified as the place from which travel began) to the academy (Ch 5, Part A).
- b. An enlisted member is authorized PCS allowances from the PDS to the academy (Ch 5, Part A).

2. Upon Graduation and Commission

a. Graduate Officer Leaves the Academy

- (1) A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5, Part A), including dependents (par. 5110-B), and HHG (par. 5282-G).
- (2) PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

(3) Per diem while TDY en route:

(a) Is the same as for a member's TDY, and

(b) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

b. Graduate Officer Remains at the Academy

(1) Upon graduation and commissioning and before beginning PCS travel, the academy is the PDS for per diem purposes, if an officer:

(a) Remains at the academy, or

(b) Returns to the academy after graduation leave.

(2) An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

3. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5, Part A) for travel from the academy to the abode, home, or PDS.

4. Rejected Applicants. A prospective cadet/midshipman (other than enlisted), who travels to an academy at the Gov't's invitation to accept an appointment, and is rejected for admission, is authorized PCS allowances (Ch 5, Part A) for travel NTE allowances from the academy to the abode, home, or school (certified as the place from which travel began) ([53 Comp. Gen. 236 \(1973\)](#)).

B. TDY Travel

1. Gov't Qtrs and Gov't Dining Facility Available. A cadet/midshipman is authorized TDY allowances, except that no per diem is payable at the academy when both Gov't Qtrs and a Gov't dining facility are available, beginning on the day after the arrival day and ending on the day before the departure day. While TDY, Gov't Qtrs and Gov't dining facility availability are on the same basis as an officer.

2. Gov't Meal Rate for a Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate. See App A1 definition of "Government meal rate".

C. Travel Incident to Nomination and Admission to a Service Academy

1. Active Duty Service Member

a. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.

b. ***Travel and transportation allowances to compete for Congressional nominations is not authorized under the JTR.***

2. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable for examinations preparatory for admission to an academy for a civilian or an RC member not on active duty.

D. Aviation Cadet. An aviation cadet, on active duty traveling under an order, is authorized TDY allowances. While TDY, Gov't Qtrs and Gov't dining facility availability are on the same basis as an officer.

7655 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS (MEMBERS ONLY)

A. General

1. Application. Par. 7655-A applies to an absentee, straggler, deserter, or member without funds (*with or without a prior order*) who:

- a. Surrenders at, or is apprehended and delivered to, a U.S. Installation other than the member's PDS; and
- b. Is without funds to purchase transportation.

2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. 2030)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost (par. 3220-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.

2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS TDY ALLOWANCES (MEMBERS ONLY)

Each Service may publish regulations that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing. The appropriate rates, provisions, and deductions for a member performing TDY are applicable. DoD Service regulations must conform to JTR and be reviewed by PDTATAC IAW [DoDI 5154.31, Vol 5](#). Non-DoD Services are encouraged to have their regulations reviewed by PDTATAC.

7665 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY) (MEMBERS ONLY)

A. Authorization. A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. 7355.

B. Members Covered. This Part includes a member:

1. On TDRL, and
2. In the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

C. Members not Covered. This Part does not include a member traveling ICW a periodic physical examination covered by par. 7080.

7800 PRE-EMPLOYMENT INTERVIEW TRAVEL (EMPLOYEES ONLY)

A. Application

1. This Part applies to an interviewee.
2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official Gov't business.
2. A DoD Component is not required to offer all allowances to the interviewee (par. 7800-G).

C. Payment Authority. A DoD Component may pay allowable pre-employment interview travel expenses (par. 7800) for eligible individuals (par. 7800-B).

D. Eligibility

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.
2. See [5 CFR Part 572](#) for OPM qualification criteria guidelines.

E. DoD Component Responsibilities

1. General. A DoD Component must adhere to general travel order policies and practices in this Volume.
2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip by trip basis. ***A limited or unlimited open order must not be used for pre-employment interview travel.***
3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD Component:
 - a. Must communicate DoD travel rules and procedures to the interviewee,
 - b. Should ensure the interviewee understands how travel reimbursements are calculated, and
 - c. Should provide assistance to the interviewee with travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses
 - a. A DoD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. 5558-E.
 - b. Example: A DoD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

F. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use
 - a. Transportation tickets should be provided by the interviewing DoD Component.
 - b. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a TMC under contract to the Gov't.
3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:
 - a. Is accountable for all transportation tickets and Gov't procured transportation documents issued for use in performing pre-employment interview travel.
 - b. Must be provided written instructions at the time a travel order is issued explaining the DoD Component's administrative procedures for controlling and accounting for passenger transportation documents.
 - c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/Gov't procured transportation documents are issued.
 - d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.
 - e. And the interviewing DoD Component are bound by the same rules that apply to a DoD traveler/Component (par. 3005).

5. Ticket Exchanges

- a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.
- b. The carrier is required to make refund directly to the appropriate DoD Component billing office.
- c. a DoD Component must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order ([41 CFR §101-41.210-1](#)).

G. Reimbursement

1. Expense Limitation. A DoD Component may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, *except for the expenses listed in par. 7800-G3*.
2. Expense Amount. A DoD Component:
 - a. May pay all or part of pre-employment travel expenses.
 - b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.
3. Expenses Not Allowed. A DoD component must not pay expenses for:
 - a. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and
 - b. Hire of a room (App G).

H. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a Gov't procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.

2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

I. Sources Not Allowed

1. GTCC

- a. A GTCC, issued to an individual employee, *may not* be used for pre-employment interview travel.
- b. A CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. *The interviewee must not be issued a travel advance.*

3. Travelers Checks. *Gov't contractor issued travelers' checks may not be used for pre-employment interview travel.*

J. Fraudulent Claim. The DoD FMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,
2. AEA denial for an entire day on which a suspected expense is claimed, and
3. Requirements for the traveler to reimburse the Gov't if payment is made before discovery of a suspected falsified expense ([57 Comp. Gen. 664 \(1978\)](#) and [61 Comp. Gen. 399 \(1982\)](#)).

K. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the Gov't.
2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method. The DoD Component should inform the interviewee of this requirement.

L. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD Component should assist in the process.
2. Administrative Procedures. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoD FMR, Vol. 9](#).

7810 THREATENED LAW ENFORCEMENT OFFICERS (EMPLOYEES ONLY)

A. Eligibility. Civilian law enforcement officers, investigators, and their immediate families may be eligible for travel allowances as specified in FTR §301-31 when their lives are in jeopardy because of the civilian employees' assigned duties.

B. Allowances

1. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in FTR §301-31. The DoD Component must determine how long these allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the employee, if a PCS is advantageous.

2. Transportation to/from a location away from the employee's designated PDS must be IAW Ch. 2 unless the DoD Component specifically authorizes/approves a deviation for security reasons.

C. DoD Component Responsibilities

1. The DoD Component head can delegate the authority to authorize or approve payment of transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.
2. The DoD Component must establish specific administrative procedures for issuing travel orders and for payment of claims arising from threats to civilian law enforcement officers.

D. DoD Risk Evaluation Process

1. When a situation occurs that appears to be life-threatening, the DoD Component must:
 - a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.
 - b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.
 - c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.
 - d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of this Part. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual to their home.
 - e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.
2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved.

7815 TRAVELERS WITH A DISABILITY/SPECIAL NEED

A. Provisions

1. Rehabilitation Act of 1973, as amended,
2. [29 USC §701](#) et seq., and
3. [5 USC §3102](#) as amended (Employees Only).

B. Policy. The provisions in this par. accommodate a traveler with a disability/special need by reimbursing necessary additional travel and transportation expenses ICW official travel. *A traveler with a special need and a traveler with a disability are treated the same.*

C. Applicability ([FTR §302-4.100](#) and [FTR §301-13.1](#)). This Part applies to the following individuals with a disability/special need:

1. Employee, as defined in par. 7815, incident to TDY/PCS ([B-198237, May 15, 1980, 59 Comp. Gen. 461 \(1980\)](#)). (Employees Only)
2. Employee as defined in par. 7815, on official travel within the PDS limits ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)). (Employees Only)
3. Dependent traveling ICW a PCS, per Agency/Service determination.
- *4. DoDEA dependent student IAW par. 5151 or par. 7165-B.
5. A service member with a special need/disability, as determined by the Service concerned.

D. Limitations

1. Payment is authorized for additional travel expenses incurred by a traveler, with a disability/special need, to provide reasonable accommodations ICW official travel.
2. Reimbursement for lodging is not authorized for a traveler with a disability/special need unless traveling on official business away from the PDS.
3. The Service/Agency may choose any accommodation that is effective. Under the [Rehabilitation Act](#), the Service/Agency is *not* required to provide accommodations that the traveler with a disability/special need requests/prefers.

E. Definitions. The terms below are defined for this par.

1. Disability. A “disability” means:

- a. A physical/mental impairment that substantially limits one or more major life activities;
- b. A record of such an impairment; or
- c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is impairment with an actual or expected duration of 6 or fewer months.

2. Physical/Mental Impairment. “Physical/mental impairment” means/includes:

- a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
- b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
- c. Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

3. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning,

reading, concentrating, thinking, communicating and working.

4. Substantially Limits. “Substantially limits” means that the traveler is:

- a. Unable to perform a major life activity that the average person can perform; or
- b. Significantly restricted as to the condition, manner, or duration under which the traveler can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. “Has a record of such an impairment” means the traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The traveler has:

- a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
- b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

7. Traveler with a Special Need. A “traveler with a special need” means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler’s weight, height, or a similar characteristic.

F. Allowable Expenses. The following expenses are payable to a traveler with a disability/special need IAW Service/Agency regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the traveler. The attendant does not have to be a member of the traveler’s immediate family.;
2. Specialized transportation for the traveler to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the traveler’s disability/special need;
4. Costs incurred as a direct result of the traveler’s disability/special need for baggage handling ICW public transportation or at lodging facilities. See par. 2830-G, Baggage Handling Tips.;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location;
6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Service/Agency other than economy/coach class travel policy. See par. 2110-J and App P2, Sec C, FAQ #2 for medical justification of ‘other than economy/coach class’ accommodation use.;
- and
7. Service of an attendant, when necessary, to accommodate the traveler’s disability/special need. See App E1, par. A21 if the attendant traveler is not an employee or member.

G. Personal Assistants for Employees with a Disability/Special Need (Employees Only)

1. General. [5 USC §3102](#), authorizes hiring (with or without pay) a/an:
 - a. Personal assistant,
 - b. Reader, and/or
 - c. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

2. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the [OPM Training Policy Handbook](#) for further guidance.

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on [64 Comp. Gen. 30 \(1984\)](#).
2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (EMPLOYEES ONLY)

A. Authority. [5 USC §5703](#) and [50 USC, App. §2160](#) provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: App I3-par. D and App E1 and E2 for applicable order formats and par. 4050 for per diem.

B. Conditions. An individual serving without pay or at \$1/year is authorized the allowances in pars.7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5. A consultant or expert employed intermittently and paid on a 'daily when actually employed' basis may be paid the allowances in pars. 7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5 when it is determined to be in the Gov't's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under [50 USC, App. §2160](#).

If more than 130 days of full -time service are performed in any continuous 365-day period, the employment is not

intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment ([B-123282, 12 August 1955, 35 Comp. Gen. 90 \(1955\)](#) and [B-128160, 1 November 1956, 36 Comp. Gen. 351 \(1956\)](#)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

7830 JUROR TRAVEL (EMPLOYEES ONLY)

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the Gov't judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (EMPLOYEES ONLY)

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor management meetings that are certified to be in the Gov't's primary interest. The term "Labor Organization Representative," as used in par. 7835, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor management meetings must be supported by the certification cited in par. 7835-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the Gov't's interest;
2. Incident to participation in activities such as joint labor management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by [5 USC §7131\(b\)](#), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

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 personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A1), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020-10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence of Reserve Component (RC) Member in App A1.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter.

OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K1, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

Part A: General Information (Members Only)

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table 10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the 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 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on	before date dependency ceases.

member, and such dependency ceases	
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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 personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 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](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the Navy (including the Marine Corps)	DoD Education Activity (DoDEA)	Defense Finance and Accounting Service (DFAS)	National Geospatial Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency/Central Security Service (NSA/CSS)	
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

DEPENDENT (Members Only)

A. General. The term “dependent” is defined by [37 USC §401](#). *Except for transportation to obtain OCONUS medical care (par. 7105-A)*, any of the following individuals are a dependent:

1. A member's spouse;
2. A member's unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations:
 - a. Because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or
 - b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#).
3. A member's unmarried stepchild under age 21. This includes a member's spouse's illegitimate child. A stepchild is ***excluded as a dependent*** after the member's divorce from the stepchild's parent by blood. See [B-177061 4 Nov 1974](#);
4. A member's unmarried adopted child under age 21. This includes a child placed in the member's home by a placement agency for the purpose of adoption.;
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations;
6. A member's unmarried child who is under 23 enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW Service regulations.;
8. For transportation authorized in par. 5088-B:
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from/cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary Concerned; or
 - b. Became dependent due to a change of circumstances arising after the member entered active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent

and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce/annulment before the member was eligible for return transportation. See par. 5154.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was a dependent of the member/former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or other circumstances as prescribed in the regulations of the Secretary Concerned; and

d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".

2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . . , intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)".

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#) and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:

- a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-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. 5565-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. 5950 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 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 NETWORK COMPANY.** Transportation network companies connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

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 A: DEFINITIONS & ACRONYMS

PART 2: ACRONYMS

Acronym	Meaning
ADT	Active Duty for Training (Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Members Only)
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Members Only)
BAH-T	Basic Allowance for Housing – Transit (Members Only)
BAS	Basic Allowance for Subsistence (Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Members Only)
CTD	Civilian Travel Determination (Employees Only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Members Only)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (Employees Only)
DoDEA	Department of Defense Education Activity
DoD FMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (Members Only)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances

Acronym	Meaning
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUL	Enhanced Use Lease
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (Employees Only)
FAM	Foreign Affairs Manual (Employees Only)
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FHA	Federal Housing Administration (Employees Only)
FSH	Family Separation Housing (Members Only)
FSH-B	Family Separation Housing – BAH Based Location (Members Only)
FSH-O	Family Separation Housing – OHA Based Location (Members Only)
FTA	Foreign Transfer Allowance (Employees Only)
FTR	Federal Travel Regulation
FVT	Family Visitation Travel (Employees Only)
FWS	U.S. Fish and Wildlife Service (Employees Only)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Members Only)
HHT	House Hunting Trip (Employees Only)
HOR	Home of Record
HOS	Home of Selection (Members Only)
HSTA	Home Service Transfer Allowance (Employees Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does <u>not apply</u> to any other form of personal credit card.
ICW	In Connection With
IDL	International Date Line
IDT	Inactive Duty Training (Members Only)
IE	Incidental Expenses
ILPP	(DoD) Integrated Lodging Program Pilot
IPCOT	In Place Consecutive Overseas Tour (Members Only)
IRS	Internal Revenue Service (Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Members Only)
ITRA	Income Tax Reimbursement Allowance (Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPS	Living Pattern Survey (Members Only)
LQA	Living Quarters Allowance (Employees Only)
LWOP	Leave Without Pay (Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation

Acronym	Meaning
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MEA	Miscellaneous Expense Allowance (Employees Only)
MHA	Military Housing Area (Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Members Only)
MSC	Military Sealift Command (Employees Only)
MWD	Military Working Dog
NOAA	National Oceanic and Atmospheric Administration
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage (also referred to as Extended Storage)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (Members Only)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (also referred to as PRO-Gear)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PHS	Public Health Service (same as USPHS)
P. L.	Public Law
PLEAD	Place from Which Entered (or Called) to Active Duty (Members Only)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPP	Priority Placement Program
PPV	Public-Private Venture (lodging)
QTRS	Quarters
R&R	Rest and Recuperation Leave
RAT	Renewal Agreement Travel (Employees Only)
RC	Reserve Component
RIT	Relocation Income Tax (Employees Only)
RSC	Relocation Service Company (Employees Only)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (Employees Only)
SECDEF	Secretary of Defense
SES	Senior Executive Service (Employees Only)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (Employees Only)
SR&R	Special Rest and Recuperation Absence (Members Only)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TCS	Temporary Change of Station (Employees Only)

Acronym	Meaning
TDRL	Temporary Disability Retired List (Members Only)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance – OCONUS (Members Only)
TLE	Temporary Lodging Expense – CONUS (Members Only)
TMC	*Travel Management Company (formerly referred to as a DTMO contracted CTO or a GSA contracted TMC)
TMS	Travel Management System
TO	Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance (Employees Only)
TQSE	Temporary Quarters Subsistence Expenses (Employees Only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Employees Only)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USPHS	United States Public Health Service (same as PHS)
UTD	Uniformed Travel Determination (Members Only)
VA	Department of Veterans Affairs (Employees Only)
VAT	Value Added Tax
VPC	Vehicle Processing Center
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See App P1, par. A2.

APPENDIX E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the Gov't,
- b. Be only intermittently employed by the Gov't as a consultant or expert (*does not include a contractor's employee traveling in the performance of the contract*) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a TDY DoD employee, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. *An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.* ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). *Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;*
- e. An individual is an attendant for an employee with special needs or member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (**NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. 7260.**);
- g. An individual is authorized pre-employment interview travel under par. 7800;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against an employee or member in an adverse action case. The testimony can be on behalf of the Gov't, the employee, or the member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a preliminary hearing conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a member's dependent(s) under (4) noted in Ch 7, Part D or an escort for a member under (5) as noted in Ch 7, Part D.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#) & [59 Comp. Gen. 461 \(1980\)](#));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See par. 7025-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (par. 7025-E3b); or

(3) A member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under par. 5152-D, 6020, 6090, 7105, 7260 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

(4) A member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, 7315 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.
- (4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
 - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (c) Combatant Command Commander or designees for a request from a member and an employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***
 - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and an employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.
- (6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:
- (a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or
 - (b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of an employee or member may travel at

- Gov't expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));
- o. Travel is by an individual who serves as an organ donor for a member, when the donation is authorized under Service regulations;
 - p. An individual performing a direct service for the Gov't, consistent with [10 USC §1588](#); ([5 USC §§5701\(2\), 5703](#); App A1; [55 Comp. Gen. 750 \(1976\)](#));
 - q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (not of an employee) per par. 7315;
 - r. An auxiliary chaplain who is intermittently employed by the Gov't to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. 1240;*
 - s. An attendant (par. 7100 for a patient authorized travel for specialty care over 100 miles IAW par. 7095;
 - t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event IAW par. 7350;
 - u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) ([DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in par. 7260-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;
 - v. A former employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or
 - w. Required for a non-medical attendant for a very seriously and seriously wounded, ill or injured member IAW par. 7205 and par. 7140-D3.
 - x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. 4130 and 4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Gov't employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
 - a. A retired Federal Gov't employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under par. 7800 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient;
4. Contractors (App E3); or
5. ***Foreign military personnel.***

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in Ch 3 and Ch 3 as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the Gov't's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a preliminary hearing conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#). See par. A2j of this App.
4. Attendance at an Award Ceremony
 - a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):
 - (1) Travel and transportation is authorized by the head of the DoD Component concerned or designee; and,
 - (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

- b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD Component concerned may allow attendance at Gov't expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

*5. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co-curricular Activities. See par. 7160.

6. Travel and Transportation for Funeral Honors Detail. A person not employed by the Gov't, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (App G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in App G may be authorized/approved.

APPENDIX 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	
	<u>PCS</u>	<u>TDY</u>	<u>PCS</u>	<u>TDY</u>
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, <u>not dependents</u>)	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
*Immunizations/inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel	*X	*X	*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

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long-term TDY flat rate per diem. (Members Only)		X		
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 <i>or</i> 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)
*Transportation network company cancellation fees and penalties
*Travel expenses incurred for obtaining required immunizations/inoculations ICW OCONUS travel

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APPENDIX I: TRAVEL ORDERS

PART 2: GENERAL CONDITIONS

EMPLOYEES ONLY

A. Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide TMCs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

b. The written travel order must show:

- (1) The per diem authorization,
- (2) The per diem rate,
- (3) Duty dates,

- (4) Accounting data, and
- (5) The names of the employees assigned to the particular sea trial trip.

c. A copy of the travel order must be given to each employee concerned.

6. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).

b. For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued enters a duty status to execute the order.

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.

2. A confirmatory travel order must:

- a. Be issued as promptly as possible,
- b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
- c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

- 1. Is limited to use within a stated geographical area, and
- 2. Is limited to a time period within a fiscal year, and
- 3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
- 4. Can only authorize economy-class travel. *If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. ***NOTE: A blanket travel order is not used in DTS.***

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

- a. Recognize an essential aspect of travel not known in advance,
- b. Change the period or place of TDY assignment,
- c. Include omitted pertinent information,
- d. Change allowances for unperformed travel or duty, and/or

e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

(1) Authorized only in advance of travel in some instances and/or

(2) Approved after travel is completed.

b. See App A for definitions of “authorize” and “approve”.

c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

d. Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.*)

e. See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Order

a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see App I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

G. Authorization of a Travel Order (FTR §301-71.3). A travel order is “authorized” by affixing the AO’s seal or signature. Authorization may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Gov’t-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
- *7. Immunizations/inoculations, passport, visa, and green cards. See App G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

K. Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT. When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov’t expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

APPENDIX N: MIHA
PART 2: MIHA SECURITY LOCATIONS
MEMBERS ONLY

<u>*Country</u>	<u>Date Established</u>
Algeria	1 Jan 2016
Argentina	1 Jun 1997
Bahamas*	*16 Jan 2007
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
Barbados	16 Jul 2004
Belgium*	*16 May 2015
Belize	16 Oct 1994
Bosnia-Herzegovina	16 Jan 2007
Brazil	18 Feb 1993
Burkina Faso	16 May 2015
Cambodia*	*1 Sep 2014
Cameroon	16 May 2010
Chile	1 Sep 2014
Colombia	1 Sep 1990
Costa Rica*	*1 Sep 2014
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007
Denmark*	*16 May 2015
Dominican Republic*	*1 Oct 1999
Ecuador	1 Dec 1998
Egypt	1 Mar 1994
El Salvador*	*1 Sep 2014
Ethiopia	16 Jan 2007
Fiji	1 Jul 2001
France*	*16 May 2015
Gambia	*1 Jan 2016
Georgia	16 May 2015
Germany*	*16 May 2015
Ghana	16 Jan 2007
Greece*	*16 May 2015
Guatemala	18 Feb 1993
Guyana	16 May 2010
Haiti*	1 Oct 1999
Honduras*	*1 Oct 1999
India*	*1 Sep 2014
Indonesia	1 Oct 1999
Iraq	1 Sep 2014
Israel*	*16 Jul 2004
Italy*	*16 May 2015
Jamaica*	*1 Oct 1999

<u>*Country</u>	<u>Date Established</u>
Jordan	16 Dec 2001
Kenya*	*16 May 2015
Kosovo	16 May 2010
Kyrgyzstan	16 May 2010
Liberia	16 Oct 2010
Malaysia	16 May 2015
Mali	16 Oct 2015
Mexico*	*16 May 2015
Morocco*	*16 May 2015
Nepal	1 Sep 1998
Nicaragua	16 Jan 2007
Nigeria	16 May 2010
Pakistan	1 Sep 1992
Panama	16 May 2010
Papua New Guinea*	*1 Sep 2014
Paraguay*	*1 Oct 1999
Peru*	*1 Jun 1997
Philippines	1 Sep 1990
Russia*	*16 May 2015
Saudi Arabia	1 June 2012
Senegal	16 May 2010
Serbia	1 Sep 2014
Sierra Leone	16 May 2010
South Africa	1 Feb 2000
Sudan	16 Jan 2007
Suriname	16 May 2010
Syria	16 May 2010
Tanzania	16 Oct 2010
Thailand	1 Jan 2016
Timor L'Este (Formerly East Timor)	16 Aug 2000
Togo	1 Jun 2012
Trinidad and Tobago	16 Aug 1998
Tunisia	16 Oct 2010
Turkey	1 Sep 1990
Uganda	1 Jun 2012
Ukraine*	*1 Sep 2014
Uruguay	16 May 1998
Venezuela	6 Jan 2007
Vietnam*	*16 May 2015
Yemen	16 Apr 1997
Zimbabwe	1 May 1996

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 on 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 circuitry (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. 5950 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. 5069), 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 W

ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

A. Authority. Only the locations in par. H have administratively reduced HHG weight allowances, as indicated. If a location is not listed below then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance, for the locations in this Appendix, is effective until rescinded.

C. Submission Process. See par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Unaccompanied Baggage. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. UB shipping weight is part of the authorized administrative HHG weight allowance. See par. 3110 for UB regulations.

E. Weight Allowance Determination. Net weight is used to determine the weight allowances in this Appendix. See par. 5204 (Members) and 5650 (Employees) for HHG net weight determination.

F. Administrative Weight Allowance. The standardized administrative weight allowance is 2,500 lbs. unless a different weight is specified in the table below. Administrative weight allowance does not include PBP&E or required medical equipment exempted weight, unless specifically stated in this Appendix.

G. DoDEA Employees. DoDEA employees are authorized the full HHG weight allowance. The HHG policies of other Services do not apply.

*H. Household Goods Transportation Less Than 12 Months. The Secretarial Process may authorize a reduced administrative HHG weight transportation NTE 10% of the member’s full HHG weight allowance on an individual basis when Gov’t furnishings or Qtrs are not available at the PDS for PCS travel and less than 12 months remain in an OCONUS tour. See DoDI 1315.18 (Encl. 5, par. 5e). More cost effective options such as excess accompanied baggage must be considered first before 10% of the full HHG transportation is authorized. The authorization for the reduced administrative HHG weight allowance must be authorized in writing prior to the official travel. See par. 5194-7d.

*I. Reduced Weight Allowance Locations. The below tour locations have reduced administrative HHG weight allowances as indicated.

Location	Administrative Weight Limitation
Alaska, Dutch Harbor	<u>Members</u> (USCG). An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to 1,000 lbs. of HHG, as furnished Gov’t Qtrs are available.
Australia, Alice Springs (Except Det 421/LGN personnel) Learmonth, Western Australia	<u>Members</u> (USA and USMC). USA tours limited to 25% of the HHG weight allowance (see footnote 2). USMC see footnote 3. 1. <u>USA</u> . USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information. 2. <u>USMC</u> . See footnote 3 for more information. <u>Employees</u> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.
Bahrain	<u>Members</u>

<u>Location</u>	<u>Administrative Weight Limitation</u>
	<ol style="list-style-type: none"> 1. <u>USCG</u>. An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&E and medical equipment) as furnished Gov't Qtrs are available. 2. <u>USMC</u> (See footnote 3) <ol style="list-style-type: none"> a. <u>Accompanied Tour Members</u>. See footnote 5. b. <u>Unaccompanied Tour Members</u>. HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	<u>Members</u> (USN and USMC). Unaccompanied tour members limited to 600 lbs. of UB. See footnote 3.
Greece, Souda Bay	<u>Members</u> (USN) <ol style="list-style-type: none"> 1. Accompanied personnel are allowed full HHG weight allowance but are limited to 600 lbs. of UB HHG and the remaining weight as the HHG shipment. 2. Unaccompanied tours for E-5 and above are allowed 25% of the full HHG weight allowance, but are limited to 600 lbs. of UB HHG and the remaining weight as part of the 25% HHG shipment weight limitation. 3. E-1 through E-4 are allowed unaccompanied baggage only, limited to a 600 lb. UB shipment. 4. UB 600 lbs. weight limit applies to all paygrades for Souda Bay, Greece location.
Japan, Akizuki (Hiroshima) and Kure	<u>Members</u> (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information. <u>Employees</u> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a to 2d for more information.
Japan, Camp Zama	<u>Members</u> (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information. <u>Employees</u> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.
Japan, CATC Fuji	<u>Members</u> (USMC). Unaccompanied tour members are authorized 600 lbs. of UB. See footnote 3.
Japan, MCAS Iwakuni	<u>Members</u> (USMC and USN) <ol style="list-style-type: none"> 1. <u>USMC</u> <ol style="list-style-type: none"> a. <u>Accompanied Tour</u>. Accompanied tour members are limited to 75% of the HHG weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance. b. <u>Unaccompanied Tour</u>. Unaccompanied tour members: <ol style="list-style-type: none"> (1) That have advanced written authorization from the Installation Commander to reside in off-base Qtrs are limited to 10% of the HHG weight allowance. A copy of the advance written authorization must be provided to the TO prior to HHG transportation. (2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. 2. <u>USN</u>. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command, see footnote 3.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Japan, Okinawa	<p>Members (USMC and USN)</p> <ol style="list-style-type: none"> 1. <u>USMC</u> <ol style="list-style-type: none"> a. <u>Accompanied Tour</u> <ol style="list-style-type: none"> (1) An O6 on an accompanied tour is authorized 10,000 lbs. of HHG. An O7 (and above) on an accompanied tour is authorized the HHG weight allowance. (2) Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned. (3) See footnote 5. b. <u>Unaccompanied Tour</u> <ol style="list-style-type: none"> (1) Unaccompanied tour members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. (2) Officers (O3 and below), Warrant Officers (W3 and below), and Enlisted (E7 and below), that are unaccompanied (including those who chose unaccompanied who have dependents) are required to live in Gov't bachelor quarters IAW USMC installation mandatory assignment policy letter, dated 30 April 2012. (3) HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the USMC administrative HHG weight limits. 2. <u>USN</u>. Accompanied and unaccompanied USN members assigned to: <ol style="list-style-type: none"> a. Non-USMC commands are authorized the HHG weight allowance. b. USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.
Japan, Torii Station	<p>Members (USA). USA unaccompanied tour members limited to 25% of the HHG weight allowance. See footnote 2d for more information.</p> <p>Employees (USA). USA unaccompanied tour employees, assigned to furnished Gov't Qtrs, limited to 4,500 lbs. (25% of the HHG weight allowance). See footnote 2e for more information.</p>
Korea (Except Chinhae, Osan & Detachment 452 Wonju)	<p>Members (USA)</p> <ol style="list-style-type: none"> 1. <u>Accompanied Tour Members</u>. Limited to 50% of the HHG weight allowance. See footnotes 2a and 2c for more information. 2. <u>Unaccompanied Tour Members</u>. Limited to 25% of the H weight allowance. See footnotes 2a and 2d for more information.
Korea, Mujuk	<p>Members (USA/USMC). Unaccompanied tour members (dependent restricted) limited to 600 lbs. of UB.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Kuwait	<p>Members</p> <ol style="list-style-type: none"> 1. <u>All Services</u>. Unaccompanied tour members limited to 1,000 lbs. of HHG. 2. <u>USA</u>. Accompanied tour members, see footnote 5. 3. <u>USAF</u>. Accompanied tour members, see footnote 5. 4. <u>USMC</u>. Unaccompanied personnel, see footnote #3. Accompanied personnel, see footnote #5. 5. <u>USN</u> <ol style="list-style-type: none"> a. Accompanied tour members, see footnote 6. b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490. <p>Employees. HHG limited to 350 lbs. unless specified in the travel order.</p>
Poland, Redzikowo	<p>Members (USN). Members serving a:</p> <ol style="list-style-type: none"> 1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage. <p>Employees (USN). Employees serving a:</p> <ol style="list-style-type: none"> 1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage.
Portugal, Azores -- Lajes Field	<p>Members (USAF). E-7 and above limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). E-6 and below limited to 10% of the HHG weight allowance. See footnote 1.</p> <p>Employees (USAF). Employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). See footnote 1.</p>
Qatar, Doha	<p>Members</p> <ol style="list-style-type: none"> 1. <u>All Services (except USAF) Assigned to Al-Udeid AB</u> <p><u>PCS</u>. A member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size.</p> <p><u>TDY</u>. A member, on a long-term 365 day TDY deployment, <i>is not authorized</i> an UB shipment..</p> 2. <u>USAF Assigned to AL-Udeid AB</u>. Accompanied tour members see footnote 5.
Romania, Devesulu	<p>Members (USN). Unaccompanied tour members on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p> <p>Employees (USN). Unaccompanied tour employees on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Thailand	<p>Members (USA)</p> <p>1. USA members assigned to the following units are authorized full HHG weight allowance. USA members NOT assigned to the below units are limited to 25% of the HHG weight allowance:</p> <ol style="list-style-type: none"> a. Joint US Military Advisory Group Thailand (JUSMAGT) b. Armed Forces Regional Institute of Medical Sciences (AFRIMS), c. Regional Office in Charge of Construction (ROICC), d. Naval Facilities Engineering Command (NAVFAC), or e. Joint Personnel Accounting Command (JPAC). <p>Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Turkey, Incirlik AB	<p>All inbound personnel:</p> <ol style="list-style-type: none"> 1. Are limited to unaccompanied baggage (via expedited air shipment) or 10% of their HHG weight allowance, whichever is less; and 2. Will be assigned furnished units,
Diplomatic Missions	<p>Members (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information.</p> <p>Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	<p>Members (USMC). USMC members:</p> <ol style="list-style-type: none"> 1. Assigned as Watchstanders and Detachment Commanders are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater. UB transportation is to/from/between Diplomatic Missions supporting the Department of State. 2. Are not authorized to ship HHG to the MCESGBn School in Quantico, Virginia. 3. Are not authorized to ship HHG or UB from the MCESGBn School to the first Diplomatic Mission assignment.

Footnotes

1. USAF. An unaccompanied USAF member is authorized to transport 10% of the HHG weight allowance via surface, or UB weight allowance IAW Table A3.1 of the [AFI 24-501, Personal Property Moving and Storage](#).

2. USA

a. See [Army Housing Online User Services](#) for the size of Unaccompanied Personnel Housing (UPH)/Barracks/Family Housing. USA tour members required to reside in UPH should consider shipping less than their authorized weight allowance due to the small size of the rooms.

b. Accompanied/Unaccompanied Tour Members. Limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater.

c. Accompanied Tour Members. UB weight is part of the administrative weight limitation and cannot exceed 2,000 lbs. The weight of UB via commercial air cannot exceed 1,000 lbs., which is included in the 2,000 lbs. max.

d. Unaccompanied Tour Members. UB HHG transportation is part of the administrative weight allowance.

(1) Unaccompanied tour members normally assigned to furnished Gov't Qtrs (Barracks/BOQ/BEQ) are authorized UB NTE 10% of the authorized weight allowance or the administrative weight limit, whichever is less. ***Example: An E6 without dependents is authorized a weight allowance is 8,000 lbs. UB is 10% of 8,000 lbs. or 800 lbs. 25% of the authorized HHG weight allowance of 8,000 lbs. is 2,000 lbs. The member is authorized a UB shipment of 800 lbs.***

(2) Unaccompanied tour members not normally assigned to furnished BOQ/BEQ are authorized UB NTE 2,000 lbs. or the administrative weight limit, whichever is less. A copy of the advance written authorization from the new PDS housing officer must be provided to the transportation officer prior to the UB HHG transportation. UB shipment weight by commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs.

e. Employees

(1) HHG. Limited to 25% of the weight allowance.

(2) UB. Authorized 350 lbs. for each adult and dependent age 12 or older, and 175 lbs. for each child under age 12. UB weight via commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs. regardless of the numbers of dependents. UB weight is part of the administrative HHG weight allowance.

3. USMC. The following apply to USN members assigned to a USMC command (based on an agreement between HHG NAVSUP and USMC I&L):

a. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.

b. USMC Base Camp Butler, Okinawa, JA, includes other USMC bases/installations located on Okinawa, JA, including, but not limited to, Camp Courtney, Camp Schwab, and Camp Hansen. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.

4. PHS. PHS Officers assigned to Gov't furnished Qtrs are limited to 25% of the HHG weight allowance, with the remainder placed in NTS at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.

5. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.

6. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,000 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.