THE JOINT TRAVEL REGULATIONS (JTR)

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

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JOINT TRAVEL REGULATIONS

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1 JULY 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 yellow highlighting and is effective IAW the date of this change unless otherwise indicated.

C. 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 019-17 (R) -- Army APP W Japan Changes. Increases administrative HHG weight allowance for Army personnel only at the following Japan locations, Camp Zama, Hiroshima (Akizuki) and Kure. Affects App W.

CAP 050-17(E) -- Reimbursement Limitations on Residences May not be Reduced. Clarifies the total reimbursement limitations of 10% of the sale price and 5% of the purchase price found in JTR, par. 5912–B and FTR, § 302-11.300 may not be reduced by the agency. Affects par. 5912-B.

CAP 061-17(I) -- Employee on Training Away from PDS. Clarifies the allowances for an employee on training away from the PDS. Affects par. 032602.

MAP/CAP 047-17(I) -- Reference Maintenance - Appendices. Updates references within the JTR appendices incident to the release of the Revised JTR on 1 May 2017. Affects Appendixes A, H, I, P, R, S, U, and W.

MAP/CAP 059-17(I) -- Revised JTR Table Updates. Updates tables 2-3 and 2-24 to match the miscellaneous expenses in App G. Also adds language to the introduction transferred from the prior version of the JTR. There is no change in authority in this item. Affects JTR Introduction and Tables 2-3 and 2-24.

MAP/CAP 65-17(I) -- Update References ICW Revised JTR. This item changes references in JTR Chapters 5, 6, and 9 in connection with the revised JTR rewrite.

MAP/CAP 66-17(I) -- PCS Travel Time. Reinstates wording on PCS travel time that was erroneously removed in the current re-write of Chapters 1-4. Affects miscellaneous pars. in Chapters 5, 6, and 9.

MAP/CAP 67-17(I) -- Special Conveyance. Clarifies that a special conveyance includes, but is not limited to, a taxi or cab. Affects par. 5882-C and App A.

MAP/CAP 68-17(I) -- Change POC to POV. This item removes the acronym POC and replaces it with POV; deletes the definition of POC, and revises the definition of POV, in accordance with direction from the Travel Policy Reform Team. Affects the following: 5104-E1, 5322-B1b, 5328-A1, 5328-A3, 5328-B1, 5328-B3, 5454-C3a, 5458-E, 5520-A1, 5524-A1, 5526-B2, 5526-C1c, 5530-A2a, 5530-A3, 5530-B2a(4), 5530-B2b(1)-(3), 5530-B2c(2), 5532-C2, 5532-C3c, 5558 -E3, 5571-C3b, 5575-D2c, 5592 -B2, 5594-B2, 5738, 5756-F1a , 5756-F1c, 5880, 5882-B1, 5882-B2, 5902-A1a, 5950-E5, 6005-D, 6020-I1b(4), 6090-I2, 6120, 6510-D2b, 6600-D3c, 9185-H1, 9185-H4, 9185-H5, 9185-H6, 9185-H7, App A, and App E.

MAP 069-17(I) -- Cadets, Midshipmen and Academy Graduates. Reinstates language on separation and rejected applicants travel for Service Academy cadets and midshipmen that was erroneously removed in the current re-write of Chapters 1-4 and moves PCS allowances for Service Academy cadets and midshipmen from Chapter 3 to Chapter 5. Affects pars. 032401, 040201 and 5059.

MAP/CAP 70-17(I) -- TDY more than 12 Hours but less than 24 Hours. This item corrects wording in par. 020309 referring to travel of "less than or equal to 24 hours". In accordance with FTR, §301-11.101 and §301-11.102, the correct wording should be "more than 12 hours but less than 24 hours". Affects par. 020309, Table 2-20.

MAP/CAP 71-17(I) -- DoD Travel Modernization Pilot Program. This item moves par. 020204-NOTE (reference DTOD exception for the DoD Travel Modernization Pilot Program) to App X, par. A2e.

MAP/CAP 073-17(I) -- JTR Maintenance. Clarifies language within the revised JTR and moves language from the appendices in order to remove Appendixes E and G. Affects the following: JTR Introduction, 010201-C3, 020209-Note, 0204, 030201-D, 0305, 030501-A, 030501-A10, 030901, 5500-D, 6005-G, 6075-E, 6560-sec, 610-h, 6580- Sec 550.402 (i), App A1, App E, App G, App I-B1, App I-B2, and App R-H.

MAP/CAP 074-17(I) -- Travel Orders and Reserve Component (RC) Travel. Reinstates language that was omitted in the current re-write of Chapters 1-4, validating allowances in travel orders and per diem when Reserve Component members are sent TDY from annual training. Affects pars. 010206 and 032302.

MAP/CAP 075-17(I) -- Removes Appendix U. Deletes App U and moves the information to par. 0405.

CAP 076-17(I) -- Correct Authority to Determine Medical Care Not Available Locally. Corrects the authority to determine medical care is not available locally when employee is assigned to a foreign OCONUS PDS. During the rewrite of Chapters 1-3 the authority was erroneously changed from the Secretarial Process to the AO. The rewrite was not intended to change any allowances or authorities. Affects par. 033102.

INTRODUCTION

AUTHORITY, APPLICABILITY, AND ADMINISTRATION OF THE JTR

The JTR implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian travelers. It also implements station and certain other allowances. The JTR has the force and effect of law for travelers, and implements statutory regulations and law for DoD civilian travelers. Organizations are expected to take appropriate disciplinary action when travelers willfully fail to follow the JTR. However, unless stated otherwise in the JTR, the disciplinary action cannot be in the form of refusal to pay appropriate travel and transportation allowances.

The JTR applies to:

- Uniformed Service Active and Reserve Component members and their dependents. The Uniformed Services are the U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), the U.S. Coast Guard (USCG), the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS).
- DoD civilian employees and their dependents.
- Other authorized travelers who use appropriated DoD funding, including new DoD Senior Executive Service appointees and certain Presidential appointees.
- DoD personal services contract employees.

The JTR does not apply to:

- Contractor employees under a DoD contract for anything other than personal services.
- DoD employees appointed under Title 22 United States Code (U.S.C.) § 2385(d).
- DoD civilian employees performing official assignments funded by a non-DoD Agency who are subject to that Agency's travel and transportation policies.
- Government employees whose salaries are paid with non-appropriated funds (NAF) traveling on NAF business.
- Foreign personnel traveling under Security Assistance Management Manual authority.

Nothing in the JTR authorizes expenditures for purposes not provided for in Congressional appropriations or in law. This publication is issued under the authority of DoD Instruction 5154.31, Volume (Vol.) 5, "Commercial Travel Management: The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)." Travelers and travel officials must adhere strictly to the JTR. The traveler could be personally financially responsible for any expense accrued by not complying with the JTR. When the General Services Administration's Federal Travel Regulation (FTR) authorizes a discretionary travel and transportation allowance that the JTR does not address, the allowance is not authorized or implemented within the DoD.

RESPONSIBILITY FOR THE JTR

The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) updates and publishes the JTR. The PDTATAC is composed of a Chair and a member representing the Departments of the Army, the Navy, the Air Force, Homeland Security, Health and Human Services, and Commerce. The Committee Chair is the Deputy Assistant Secretary of Defense for Military Personnel Policy.

Each Uniformed Service has a representative on the Military Advisory Panel (MAP) and the Civilian Advisory Panel (CAP). The MAP consists of a representative from each of the Uniformed Services. The CAP consists of a civilian representative from each of the Military Services and the OSD Washington Headquarters Services. The MAP and CAP members report to senior leaders of the Uniformed Services, who serve as members of the PDTATAC.

EFFECTIVE DATE OF REGULATION CHANGES

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

INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

DoD certifying officer or disbursing officer may request an advance decision, in accordance with Volume 9 of DoD Regulation 7000.14, “Department of Defense Financial Management Regulation” (DoDFMR), on a claim whose validity or amount is questionable. 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. A traveler who disagrees with a decision by a certifying officer may submit an appeal or reclaim in accordance with DoDFMR, Vol. 9."

In cases of specific travel circumstances in need of clarification, the General Counsel of the Department of Defense (GC DoD), the Defense Office of Hearings and Appeals (DOHA) (for a Service member), and the Civilian Board of Contract Appeals (CBCA) (for a civilian employee) determine how the JTR, the Federal Travel Regulation (for civilian employees), and departmental instructions should be interpreted.

Decisions by the GC DoD, DOHA, CBCA (formerly called the General Services Board of Contract Appeals), and the U.S. Government Accountability Office provide guidance for similar cases or situations involving the same circumstances. These decisions are referenced in the JTR, where applicable.

QUESTIONS, SUGGESTIONS, OR RECOMMENDATIONS

Submitted questions concerning information in the JTR or suggestions for improvements or recommendations for changes must go through Command channels to the respective Service or Agency PDTATAC representative.

SERVICE OR DOD AGENCY REGULATION REVIEW PROCESS

Services or Agencies may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions. DoDI 5154.31, Vol. 5 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure that per diem, travel, and transportation allowances, relocation allowances, and certain other allowances are uniformly applied. The review process applies to all DoD Uniformed Services and DoD Agencies. In addition, the USCG, NOAA, and USPHS may submit written material for review as desired. A Service or Agency submitting written material to the PDTATAC must first send the document to its MAP or CAP representative.

CHAPTER 1: GENERAL POLICY

0101 BASIC TRAVEL RULES

This chapter outlines the basic information that applies to a traveler in any travel category.

010101. Travel Categories

The categories of travel addressed in the JTR are:

A. Temporary Duty (TDY) Travel.

B. Government-funded Leave Travel.

C. Local Travel at the Permanent Duty Station (PDS).

D. Permanent Duty Travel (PDT), including Permanent Change of Station (PCS) Travel.

E. Evacuation Travel.

010102. Guiding Principle

The guiding principle behind the JTR is to travel responsibly. The word "responsibly" means that the traveler exercises the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense.

010103. Traveler Responsibilities

A. Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

B. Items Not Mentioned. If something is not stated in the JTR, it does not mean that an allowance exists or may be authorized. The philosophy of "It doesn't say I can't; therefore, I can" does not apply to the JTR. Instead, if the JTR does not say something *can* be reimbursed, then it *cannot* be reimbursed as a travel claim.

C. Ethics Regulations and Rules. The traveler must comply with Federal ethics laws, Department of Defense (DoD) Regulation 5500.7-R, "Joint Ethics Regulation," and the Agency's or Service's ethics regulations and rules. Pay particular attention to rules that pertain to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-Federal sources.

010104. Service or Agency Responsibilities

A. Mission Controls. Each Service or DoD Agency must authorize or approve only the travel necessary to accomplish the Government's mission effectively and economically while establishing internal controls to ensure that only such travel is authorized. An official responsible for directing travel or approving reimbursement is also responsible for ensuring that funds are used for official travel

purposes and in accordance with the conditions prescribed in the JTR. A statement must be included on the travel authorization specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives.

B. Traveler Rights. Unless stated otherwise in the JTR, the Service or Agency cannot reduce allowances or deny reimbursements because of limited DoD travel funds. In addition, a Service or Agency cannot direct a traveler to travel at personal expense or at reimbursement rates or amounts inconsistent with the JTR.

0102 OTHER BASIC TRAVEL INFORMATION

The following information applies to all travelers, unless noted otherwise.

010201. Key Participants

Official travel involves the participation of three key players: the traveler, authorizing or approving official, and the Travel Management Company (TMC).

A. Travelers. A traveler is anyone who travels on official business for DoD. Travelers fall into three groups: Service members, civilian employees, and other travelers. JTR allowances may differ among these groups due to law or other regulations.

Table 1-1. JTR Travelers*

Uniformed Service Members	Civilian Employees	Other Travelers
• Air Force • Army • Marine Corps • Navy • U.S. Coast Guard • National Oceanic and Atmospheric Administration • U.S. Public Health Service • Active and Reserve Component (RC) members	• Civilians employed by the DoD • Civilians employed by other agencies, but funded by DoD	• Spouse • Children • Other Dependents • Family members • Relatives • Civilians not employed by the Government

**Table is not all-inclusive.*

B. Authorizing or Approving Official (AOs). An AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the expenses if they are valid. Expenses must not be approved if they are inflated, inaccurate, or higher than normal for similar services in the locality. If the JTR indicates an expense, allowance, or other item—such as the mode of transportation—must or may be authorized, it means the AO must give permission before the action takes place. Likewise, if the JTR indicates “may or must be approved,” then the AO may or must give the traveler permission after the action takes place.

C. TMC. The Defense Travel Management Office (DTMO) contracts with TMCs to make travel arrangements for DoD travelers. The General Services Administration (GSA) contracts with TMCs to make travel arrangements for travelers from other Federal agencies. A GSA TMC may be used only when a DTMO-contracted TMC is not available.

1. A DoD traveler must make travel arrangements through an electronic travel system when it is available or through the TMC if it is not available. Any DoD traveler who cannot reach the TMC must contact the AO or designee for assistance. However, lodging may be reserved outside the TMC when arranging for a large number of rooms in advance, such as for training courses, exercises, or conferences, or when safety, health, or security concerns require using specific lodging establishments.

2. The TMC will book a traveler only for economy travel and economy accommodations. However, a traveler may upgrade travel or accommodations at personal expense. Under certain circumstances described in the JTR, other accommodations may be authorized or approved.

3. A traveler, AO, or electronic system must provide the TMC a copy of the travel authorization before ticketing. However, a TMC may issue tickets for official travel authorized by proper verbal, letter, or message authority if travel must begin or is performed before a written travel authorization issued. The AO is responsible for providing a confirmatory travel authorization to the TMC.

010202. Requirement to Travel

Travel is required when other means of conducting business, such as telephone calls or video teleconferencing, are unavailable or cannot meet the mission's needs. This must be certified in a statement on the travel authorization. Government-funded travel and transportation are used only when officially justified and by the means that meet mission requirements consistent with good management.

010203. Travel Status

The travel authorization establishes when travel status starts and ends. A traveler is authorized travel and transportation allowances only while in a travel status. A travel status begins when a traveler leaves the PDS, residence, or office, *or* when he or she detaches from or signs out of a unit or agency. It ends when the traveler returns to the PDS, residence, or office, *or* when he or she arrives at a new PDS by signing in with the new unit or agency.

A. Travel Status Qualifiers. A travel status includes:

1. Time spent away from the PDS on public business under a valid travel authorization.

2. Necessary TDY travel. This includes time spent at a TDY location, regardless of whether duty is performed while traveling or how much time is spent away from the PDS.

3. PCS travel.

4. Necessary delays while awaiting further transportation after travel status begins.

5. Travel to or from a hospital or medical facility for observation or treatment.

6. Travel by Government or other aircraft, including flights for training purposes made under a valid travel authorization that requires one or more landings away from the starting point.

7. Flights for training purposes made in the absence of a travel authorization when it is necessary to remain away overnight.

8. Other circumstances determined jointly by the Secretaries concerned before, during, or after an occurrence that constitutes a travel status.

B. Alternate Departure Points. A traveler may be authorized or approved to begin and end at the following places when it is to the Government's advantage:

1. Traveler's residence when the traveler commutes from there daily to the PDS.

2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS.

3. Place near the traveler's residence where the privately owned vehicle (POV) is garaged or stored.

Note: Personnel traveling for disciplinary purposes are considered to be in a duty status, but not in a travel status.

C. Travelers Other than Aircrew Member and Courier. Refer to Table 1-2 and Table 1-3 to determine when the travel status begins and ends for a traveler who is not an aircrew member or courier.

Table 1-2. Travel Status Start Locations for a Traveler Other Than Aircrew Member or Courier

When a Service member departs…	And proceeds to…	And then to…	Travel Status Starts when Service member departs from…
Home.	Transportation terminal.	Not applicable (N/A)	Home.*
Home.	Office, and performs duty there.**	Transportation terminal.	Office, even though the terminal is at the PDS.***
Home.	Office, and performs duty there.**	Another duty or departure point within the PDS before going to the transportation terminal.***	The other duty or departure point within the PDS. "Another departure point" is never a transportation terminal.

**The AO may permit the Service member to start official travel from the location at which he or she maintains the family residence if the Service member commutes daily to the PDS from a different location. If to the Government's advantage, the AO may authorize or approve POV use to start at one of the following: the Service member's residence from which he or she commutes daily to the PDS; the location at which the Service member maintains the family residence, if he or she commutes daily to the PDS from a different location; the place near the Service member's residence where the POV is garaged or stored.*

***Disregard travel to and from the office if the Service member performed no duty there.*

****This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

Table 1-3. Travel Status End Locations for a Traveler Other Than Aircrew Member or Courier			
When a Service member returns…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Terminal.	Home.	N/A	Terminal. "Returns to" refers to "wheels down."
	Office, and performs duty there.	Home.	Office.
	Another duty or arrival point within the PDS. "Another arrival point" is never a transportation terminal.		The other duty or arrival point within the PDS before going to the transportation terminal. *

**This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

D. Aircrew Member and Courier Status. A Service member performing TDY as an aircrew member includes a Service member for whom aircrew duty is an additional duty. It also includes an Armed Forces courier or other Service member whose primary duty makes the air terminal a regular duty place. This does not apply to an RC member for first and last day when called to active duty. Aircrew member status for an RC member only applies after the RC member arrives at the active duty location and terminates when the RC member departs upon relief from active duty. Refer to Table 1-4 and Table 1-5 to determine when the travel status begins and ends for an aircrew member or courier.

Table 1-4. Aircrew Member or Courier Travel Status Start Locations			
When a Service member departs…	**And proceeds to…**	**And then to…**	**Travel Status Starts when Service member departs from…**
Home.	Office, and does not perform duty there.	Flight operations or a terminal within the limits of the PDS.	Terminal. "Departs from" refers to "wheels up."
	Flight operations or a terminal within the limits of the PDS.	N/A	
	Office, and performs duty there.*	Flight operations or a terminal outside the limits of the PDS.	Office.
	Flight operations or a terminal outside the limits of the PDS.	N/A	Home.

** Disregard travel to and from the office if the Service member performed no duty there.*

Table 1-5. Aircrew Member or Courier Travel Status End Locations			
When a Service member returns to…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Flight operations or a terminal within the limits of the PDS.	Home.	N/A	Terminal. "Returns to" refers to "wheels down."
	Office, and does not perform duty there.		
Flight operations or a terminal outside the limits of the PDS.	Office, and performs duty there.*	Home.	Office.
	Home.	N/A	Home.

**Disregard travel to and from the office if the Service member performed no duty there.*

010204. Government Travel Charge Card (GTCC) and Advance of Funds

A traveler is required to use the GTCC to obtain travel advances and to pay for all official travel expenses. A traveler may be exempted from this requirement under certain circumstances. See the DoDFMR, Vol. 9, "Travel Policy," dated June 2015, for travel advances when the traveler is not issued a GTCC. Advance funds for certain travel and transportation allowances are authorized in law (see DoDI 5154.31, Vol. 4, "Government Travel Charge Card Regulations").

010205. Defense Travel System (DTS) Use

DoD travelers and AOs must use the DTS to process travel authorizations and vouchers for TDY travel and local travel. A traveler must use the DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters when the DTS's functionality is available (see DoDI 5154.31, Volume (Vol.) 3, "Commercial Travel Management: Defense Travel System (DTS)"). The TMC processes reservations made in the DTS. The Defense Table of Official Distances programmed in the DTS on the date the voucher is approved for payment is used to calculate the official mileage.

010206. Travel Authorizations and Orders

Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a "confirmatory order") before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails.

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance.

B. Method of Purchase. All travel authorizations and orders that authorize the purchase of transportation tickets must identify the purchase method. The authorization or order must state whether

the ticket was purchased using an individually billed account or a centrally billed account, or was otherwise personally purchased by the traveler. This is necessary to prevent duplicate reimbursement of transportation tickets. If the purchase method changes after the travel authorization or order is published, then the AO may approve the changed method after the fact on the travel claim.

C. Variations in Travel. Authorizing variations in a travel authorization is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to:

1. Go to destinations not named in the order.

2. Change the specified time spent at a named destination.

3. Change the sequence of the named destinations.

4. Omit travel to named destinations.

D. Blanket or Repeat Travel Authorizations.

1. Most TDY travel authorizations are for a specific trip; although, that trip may contain multiple locations. The travel authorization is complete upon return to the PDS and no additional travel may be undertaken using that order. On rare occasions, a blanket or repeat travel authorization may be needed, which allows a traveler to undertake multiple trips using the same authorization. The travel authorization remains in effect until it is revoked or until the end of the fiscal year. The travel authorization is automatically canceled when the traveler is assigned to a PCS or reaches the time limit specified in the authorization.

2. Blanket or repeat travel authorizations must:

a. Contain a specific expiration date that cannot cross fiscal years.

b. State that it is a blanket or repeat authorization, as applicable.

c. State why it is necessary (purpose of order or trips).

d. List the locations to which the individual may travel and frequency of the trips.

e. Contain authorizations for any travel and transportation allowances that may be reimbursed on the trips covered by the authorization, such as a rental car or excess accompanied baggage.

f. Contain estimated travel costs for the period indicated in the order.

g. Only authorize economy or coach class transportation.

h. Not authorize an actual expense allowance (AEA).

Note: When other than economy or coach class transportation, or AEA, is necessary, the AO may amend the travel authorization to a specific location on an individual trip.

E. Other Types of Authorizations and Orders. A civilian employee traveling using DoD funds is issued a DD Form 1610 or paid through the DTS. A person other than a Service member or civilian employee should be issued an Invitational Travel Authorization (see Appendix X).

F. Amendment to a Travel Authorization or Order. An amended travel authorization is one that is issued by the same organization that issued the original authorization. The amendment modifies the original travel authorization. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

Table 1-6. Time Limits for Travel Orders

TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.	• Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)). • Civilian PCS orders are valid for 1 year from the civilian employee's transfer or appointment date. See par. 5518 for exceptions.

H. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

I. Violation of 180-Day Rule. Issuing a TDY order for 180, or fewer, consecutive days, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

Note: Exceeding the 180-day consecutive TDY time limit without authorization and approval does not constitute an automatic PCS.

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days		
All Service Members Other Than Army	**Army Service Members**	**Civilian Employees**
Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the Combatant Commander (CCDR) or Deputy CCDR. No further delegation is authorized.	Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can be re-delegated to authorize a TDY for a Service member assigned to a Warrior in Transition Unit. In that case, a Flag Officer or civilian equivalent from the U.S. Army Medical Command must first recommend that the Army Compensation Chief authorize or approve the TDY. If the Army Compensation Chief approves the recommendation, then the Service Compensation Chief (a two-star Flag Officer or civilian equivalent) may authorize or approve the TDY.	Secretary concerned, DoD Agency Director, Service or DoD Agency Headquarters (if delegated), Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can only be delegated as stated for Service or DoD Agency Headquarters.

J. TDY Travel Authorization or Order Issued Before Request to Exceed 180 Days Is Received.

1. If the mission does not permit obtaining the authorization to exceed 180 days before the order is issued, the travel authorization or order may be issued and the request submitted immediately to the appropriate authority listed above. That authority must perform one of the following:

a. Approve the authorization or order as written.

b. Direct that the authorization or order be amended to:

(1) End the duty and return the traveler to the PDS or assign a new PDS.

(2) Change the assignment from TDY to a PCS.

(3) Set the period at 180 or fewer days from the TDY report date.

(4) Authorize a temporary change of station (TCS) if the traveler is a civilian employee and ensure that the tax information is listed in the Remarks section of the TDY order for that civilian employee. A TCS is a temporary relocation of a civilian employee to a new PDS on long-term assignment and subsequent return to the previous PDS after assignment completion.

2. See Chapter 3, Part C for information on civilian employees deployed to Afghanistan or Iraq in support of ongoing contingency operations.

3. For civilian employees, if a TDY will last between 6 months and 30 months, the AO must determine before the travel begins whether the assignment is actually temporary or should be a PCS. If the assignment is determined to be temporary, the AO must then determine if the duty should be a TCS or a TDY. For an assignment to be designated TDY, it must meet all of the following criteria:

a. Duties are temporary in nature.

b. Assignment is for a reasonable period of time.

c. TDY costs are lower than round-trip TCS or PCS expenses.

4. If the AO determines that a TCS is appropriate for the civilian employee, the civilian employee should refer to Chapter 5.

0103 FINANCIAL RULES

010301. Receipt Requirements

A. Retain Receipts. Travelers are advised to retain ALL receipts for tax or other purposes. The DoDFMR, Vol. 9, "Travel Policy," dated June 2015, and the Defense Travel System Regulations in DoDI 5154.31, Vol. 3, require an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more. AOs are discouraged from requiring additional receipts except to substantiate reimbursement if a traveler's claim contains doubtful reimbursement.

B. Lost Receipts. If a receipt is impracticable to obtain or has been inadvertently lost or destroyed, a lost receipt statement explaining the circumstances and containing the same information as the lost receipt must be furnished.

Note: A lost receipt statement cannot substitute for an online-booking hotel receipt.

010302. Duplicate Payments and Fraudulent Claims

A. Duplicate Payments. A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. The traveler must repay any such duplicate payments to the Government.

B. Fraudulent Claims. If a reasonable suspicion of a falsified expense for lodging, meals, or incidental expenses exists and the suspicion is identified before the traveler is reimbursed, the applicable per diem or AEA is denied for the entire day for which the suspected expense is claimed. If there is reasonable suspicion of a falsified expense other than the cost of lodging, meals, or incidental expenses, the suspicious expense is denied.

0104 UNIQUE STATUS OR CONDITION

010401. Absentee, Straggler, Deserter, or Service Member Without Funds

A. Eligibility. A Service member without funds is eligible for limited travel and transportation allowances. This may be a Service member who is an Absentee and fails to go to the appointed place of duty at the time prescribed, a Straggler who becomes separated from the remainder of a party that is in a travel status on a party transportation ticket, or a Service Member Without Funds who must be at an assigned location, but has no money or means to get there. A Service member who goes on leave without approval and remains absent from the unit, organization, or place of duty with the intent to remain away permanently (10 U.S.C. § 885) is a Deserter. A Deserter who surrenders at, or is apprehended and delivered to, a U.S. Installation other than the Service member's PDS may be eligible for limited travel and transportation allowances.

B. Allowances. Necessary transportation and meal tickets, or the cash equivalent of meal tickets (see Table 2-17), must be furnished for travel to the new PDS or another place directed by proper authority when an Absentee, Straggler, Deserter, or Service Member Without Funds arrives at, or is delivered to, a U.S. Installation other than the Service member's PDS and is without funds to purchase transportation.

C. Reimbursement. A Service member directed to use a specific mode of transportation is not authorized reimbursement if the traveler does not use the directed mode.

D. Service Member Has a Prior Order. Transportation and meal tickets, or the cash equivalent of meal tickets, are furnished in connection with the prior order. Refer to Chapter 5 if the Service member is traveling between the old and new PDS. Refer to 020305, "Occasional Meals or Occasional Lodging," if a Straggler is traveling on an order directing no or limited reimbursement.

Note: Follow regulations for "Permanent Duty Travel" to determine any potential reimbursement between the old and new assignment location.

CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

Standard allowances are the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under an official travel authorization. The information in this chapter applies to all travelers, unless noted otherwise. It includes rules for traveling locally, shipping belongings, and qualifying for the three major types of standard travel and transportation allowances: transportation, per diem, and miscellaneous reimbursable expenses.

020101. Transportation Allowance

The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses. Multiple transportation options are available to a traveler. The Government will consider the needs of the traveler, the purpose of travel, the cost, and other factors and then do one of the following:

A. Provide Government transportation.

B. Purchase commercial transportation on behalf of the traveler.

C. Reimburse the traveler for personally purchased transportation.

D. Reimburse the traveler for use of a privately owned vehicle (POV).

020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. The current rates are at http://www.defensetravel.dod.mil/site/perdiem.cfm. Expenditures defined in the JTR as "incidental expenses" are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from "miscellaneous reimbursable expenses." The following list of standard incidental expenses applies to all travelers:

A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.

B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).

C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.

D. Expenses related to lodging that are listed in the room account.

E. Transportation tips for courtesy transportation (for example, an airport shuttle).

Note: For a traveler with disabilities or special needs, see par. 020207-D for relevant Miscellaneous Reimbursable Expenses.

020103. Miscellaneous Reimbursable Expenses

Although miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances, they are discussed in this chapter often as part of either the transportation section or the per diem allowance section. Miscellaneous expenses that are neither transportation-related nor per diem-related may require AO authorization or approval. Section 0204, "Miscellaneous Reimbursable Expenses," identifies those miscellaneous expenses not listed in sections or paragraphs that specify transportation or lodging reimbursement.

0202 TRANSPORTATION

This section addresses transportation to, from, and around official travel locations. The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission's requirements efficiently or economically. Each traveler is allowed a seat on the authorized transportation mode. While an AO does not normally direct transportation, he or she may do so for a traveler under certain circumstances. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travel other than by a usually traveled route must be justified for any excess cost to be Government funded.

020201. Traveler Does not Use Authorized Transportation

If an AO authorizes a transportation mode for TDY travel that a traveler does not use, then the traveler is reimbursed for the transportation mode that has been used, up to the cost of the authorized mode, unless stated otherwise in the JTR.

020202. Excluded Hours

Normally, a traveler is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission. The AO must authorize or approve any rest stop. An en route rest stop may only be authorized when the flight exceeds 14 hours and travel is to or from a location OCONUS. An en route rest stop may not be authorized if the traveler is authorized first- or business-class travel. Rules and allowances for rest stops during travel are specified in Table 2-1.

Table 2-1. En route and TDY Point Rest Stops	
Is Authorized…	**Is Not Authorized…**
Rest Stops at the TDY Point	
● When the circumstances warrant, and must not be automatic. ● When the AO considers each case individually, considering both funding and mission needs.	● When the traveler is authorized first or business class travel. ● When the traveler is provided a rest stop en route instead.
Rest Stops En Route	
● To allow the traveler to start at, near, or after	● For official travel for a permanent change of

Table 2-1. En route and TDY Point Rest Stops	
Is Authorized…	**Is Not Authorized…**
the end of the traveler's regularly scheduled duty hours. ● During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations. ● At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits. ● For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. ● At a location en route at which the carrier permits free stopovers. ● When the origin or destination location is OCONUS and travel is by a usually traveled route. ● When the scheduled flight is over 14 hours by a usually traveled route. A 14-hour period includes scheduled flight time, stopovers, and plane changes. However, it does not include overnight time spent at airports.* ● When en route to the TDY site or upon return if the traveler cannot rest before returning to work. This must be in the Government's interest and is not automatic.	station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&R), Funded Environmental Morale Leave (FEML), and personnel evacuations. ● For personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time. ● When a traveler takes leave at a stopover location. ● For a traveler authorized first or business class accommodations. ● When the flight lasts 14 or fewer hours. ● When travel is within the CONUS. ● When the traveler is provided a rest period at the TDY point before reporting for duty.

**The flight length alone is not sufficient justification to authorize or approve an en route rest stop. The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work and the travel authorization must clearly state when the TDY travel was identified and when travel reservations were made.*

020203. Transportation Types Most Advantageous to the Government

A. Preferred Transportation. In the case of TDY travel, the following transportation types are presumed most advantageous to the Government, unless the AO determines otherwise.

1. Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.

2. When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.

3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:

a. Consider a rental car. See the Defense Travel Management Office (DTMO) rental car agreement and Defense Travel Regulation (DTR) 4500.9-R, Part 1, for instructions and guidance for rental car selection.

b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

(1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

(2) A traveler's personal choice must not be the sole determining factor for authorization.

B. Determination Factors. The AO will use the following factors to determine which type of transportation is most advantageous to the Government for TDY travel:

1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.

2. Availability of other transportation modes and the effect on productive time.

3. TDY location in relation to traffic conditions, routing, and weather.

4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.

5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.

6. Productive time lost due to additional travel time.

7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.

8. Unavailability of practicable commercial transportation.

9. Delay to mission caused by the use of an airplane, train, bus, or ship.

020204. Distance Determinations

Distances are determined by using the Defense Table of Official Distances (DTOD). It is the only official source for PCS and TDY distance information, including for personally procured moves. If a facility or location is not listed, contact the DTOD Web site. The DTOD does not apply to the following distances, which are determined by odometer readings:

A. In and around the PDS or TDY sites.

B. Between the home or office and the transportation terminal.

C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 5566-C.

E. Round-trip travel between home and the active-duty tour site for a Reserve Component (RC) member on active duty when he or she commutes.

Note: For determining distances when privately owned air transportation is used, see par. 020210.

020205. Separate Legs of Travel

Travel between any two official points listed in Table 2-2 is computed as a separate leg of travel. If the trip involves more than one leg of travel, then each leg is computed separately.

Table 2-2. Travel Between Any Two Official Points

1. Actual residence	1. TDY location	1. First duty station
2. Home of record	2. Renewal agreement travel leave location	2. Last duty station
3. Primary residence	3. Permanent duty station (PDS)	3. Alternate location
4. Privately owned vehicle-storage facility	4. Passenger point of embarkation	4. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service civilian employee	5. Privately owned vehicle-unloading port or vehicle-processing center	5. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	6. A designated place	6. Home of selection
7. Consecutive overseas tours leave location		7. Place from which entered or called to active duty

020206. Airplane, Train, Ship, and Bus Transportation

A. Missed or Canceled Travel Arrangements. A traveler who misses or cancels travel arrangements must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements. A traveler must also notify the AO of such situations. A traveler who is stranded while on official travel because arranged transportation was involuntarily canceled must contact the AO or supervisor for guidance concerning lodging or other arrangements. Failure to follow these procedures may make a traveler financially liable for any resulting expenses.

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. Refer to DoDFMR, Volume (Vol.) 9, for procedures on reporting stolen tickets.

C. Unused Tickets. All unused tickets, including a portion of a ticket, coupons, exchange orders, refund slips, airfare adjustment notices, and similar items and information relating to the unused transportation must be turned into the TMC.

D. Replacement Transportation. A traveler who lacks sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost-charge basis in accordance with DoD Agency regulations (DoD Regulation 4500.9-R, "Defense Transportation Regulation," Part 1) or Service regulations.

E. Lost, Stolen, or Unused Government Transportation Request (GTR). A traveler, or other accountable person, must safeguard a GTR at all times because he or she may be held liable for any Government expenditure caused through personal negligence in safeguarding the GTR. If a GTR is lost, stolen, or unused, immediately notify the proper official, the named carrier, and other local carriers in accordance with Service or DoD Agency procedures and regulations.

F. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from commercial carriers for accompanied baggage that is lost, delayed, or damaged. However, accepting the payment may affect any potential claim against the Government for the lost baggage. A traveler who intends to file a claim against the Government for the baggage's loss, delay, or damage should speak with a Government Claims Office before accepting a carrier's compensation.

G. Frequent-Flyer Miles or Other Promotional Benefits. A traveler can keep any frequent-flyer points or miles, hotel rewards, or rental car upgrades accumulated during official travel, as long as those promotional items are available to the general public or to a class consisting of all civilian employees or Service members. If a traveler voluntarily gives up a seat on an airplane, then the traveler is responsible for any additional costs incurred, such as additional lodging or meal expenses. Also, a traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money.

H. Registered or Trusted Traveler Program. Use of Government funds to obtain membership in registered or trusted traveler programs, such as Fly Clear, is statutorily prohibited (5 U.S.C. §5946 and GSA Bulletin FTR 08-05 of June 25, 2008).

I. U.S. Carriers Required. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel (49 U.S.C. §40118(d) and 55 Comp. Gen. 510. B-138941, March 31, 1981). The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available.

1. The Fly America Act does not mandate travel across the continental United States (CONUS) when traveling between two locations OCONUS.

2. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used. If a U.S. flag air carrier service or a U.S. flag ship is available for an entire trip and the traveler uses a non-U.S. flag air carrier or foreign flag ship for any part of the trip, the transportation cost on the non-U.S. flag air carrier or the foreign flag ship is not payable (FTR §301-10.143 and 41 CFR §301.181).

3. Documentation must be provided to the traveler to support all reasons when a non-U.S. flag air carrier is used in accordance with Service regulations. The documentation should include the traveler's name, non-U.S. flag air carrier used, flight number, origin, destination and en route points, dates, justification and the authorizing or approving official's title, organization, and signature. Endorsements on the order or Government-travel-procurement document, made in accordance with Service regulations, are acceptable.

Table 2-3. Rules for U.S. Flag Carriers	
If…	**Then…**
U.S. Flag Air Carrier	
a U.S. flag air carrier is available, and the carrier performs the required commercial air transportation, and its use serves the mission,	a traveler must use the available U.S. flag air carrier.
a U.S. flag air carrier is not reasonably available for the most direct point between two OCONUS locations,	use of a non-U.S. flag air carrier may be authorized or approved (GSBCA 16632-RELO, July 15, 2005).
a comparable or different kind of a non-U.S. flag air carrier costs less, or is preferred, by the Service or traveler, or considered more convenient,	a traveler must still use the available U.S flag air carrier.
the only U.S. flag air carrier available requires boarding or leaving the carrier between midnight and 6 a.m., or travel during those hours,	the U.S. flag air carrier must still be used if available. The AO may authorize or approve the traveler a brief non work period, limited to 24 hours if the destination is other than the traveler's PDS.
an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route,	a non-U.S flag air carrier may not be used.
a U.S. flag air carrier offers nonstop, direct service with no aircraft change,	a U.S. flag air carrier must be used unless such use would extend travel time including delay at origin, by 24 or more hours.
a U.S. flag air carrier does not offer nonstop or direct service between origin and destination,	a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier such use would result in one of the following: ● Increase the number of foreign location aircraft changes made by two or more. ● Extend travel time by 6 or more hours. ● Require a connect time of 4 or more hours at a foreign interchange point.*
a U.S. flag air carrier does not provide service on a particular flight segment,	a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.*
a U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier,	a non-U.S. flag air carrier may be used. If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier.*(59 Comp. Gen. 223 (1980)).
the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.*
a non-U.S. Government source pays for transportation directly, or later reimburses by: ● A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits),	a non-U.S flag air carrier may be used.*

Table 2-3. Rules for U.S. Flag Carriers	
If…	**Then…**
• An international agency, • Another organization,	
transportation is paid by a non-Federal source, in accordance with the JTR, DoD 5500.07-R, or Service regulation for non-DoD Services,	a non-U.S flag air carrier may be used.*
a non-U.S flag air carrier service would be 3 hours or less, and the U.S. flag carrier use would at least double the en route travel time,	
medical reason including the need to reduce the number of connections and delays when transporting a person in need of treatment,	
first-class accommodations are the only option on a U.S. flag air carrier, and less than first-class accommodations are available on a non-U.S. flag air carrier,	
the transportation is provided under a bilateral or multilateral air agreement to which the U.S. Government and the Government of a foreign country are parties and the Department of Transportation has determined it meets the requirements of the Fly America Act,	
a traveler's safety is at risk, such as a terrorist threat against the traveler	the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.*
the use of a U.S. flag air carrier would result in a delay to the traveler and involves more than 48 hours of additional per diem,	a non-U.S. flag air carrier can be used, if it reduces the delay (56 Comp. Gen. 216 (1977)).*
the only U.S. flag air carrier service between foreign points requires travel between midnight and 6 a.m., to include boarding and exiting the carrier, and a non-U.S. flag air carrier does not require travel at during those hours,	a non-U.S. flag air carrier may be used to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.
U.S. Flag Ship	
a U.S. flag ship cannot provide the transportation service required,	transportation may be obtained aboard a foreign flag ship.* (B-190575, May 1, 1978).
a U. S. flag ship would seriously interfere with or prevent the performance of official business,	the AO may authorize or approve the use of a foreign flag ship.*
a U. S. flag ship is not available,	the transportation or other appropriate officer may authorize or approve use of a foreign flag ship.*
the request for foreign flag ship is for inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons	a foreign flag ship may not be authorized or approved.*

Note: When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier.

If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability document is needed.

Note: 49 USC §40118(d) permits the Secretary of State and the Administrator of the Agency for International Development to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to Service members, civilian employees, or any of their dependents.

J. Class of Service Used in Transportation. A traveler must use economy or coach accommodations on an airplane, train, or ship. However, the order-issuing AO may authorize travel on transportation that offers only premium-class service, such as Acela.

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service after the fact. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

2. Table 2-5 identifies who can authorize or approve premium-class accommodations. Only a person senior to the traveler may authorize or approve an upgraded class of service.

3. The flight length alone is insufficient justification to authorize or approve business-class travel. The AO must first consider using economy or coach-class fare and scheduling the traveler to arrive the day before TDY begins to allow appropriate rest. The second choice is to use economy or coach-class fare and arrange a rest stop, preferably at a no-cost point allowed by the airline with the traveler scheduled to arrive on the day TDY starts. The last option is to use business-class accommodations with a scheduled arrival on the day TDY starts.

4. Travel authorization for upgraded accommodations must be retained in accordance with Records Management procedures.

5. A travel authorization must include:

a. The cost difference between economy or coach class and the upgraded ticket (see Appendix H, par. B).

b. The paragraph number in the JTR for the conditions that justify the change in class of service.

c. A statement that the traveler is responsible for the cost difference between the transportation class for which the traveler was eligible and the cost of an upgraded class of service purchased if the accommodations are not approved after the fact.

Table 2-4. Travelers Changing Class of Service

If…	Then…
Approved to use non-U.S. flag carrier and economy or coach accommodations do not meet adequate sanitation or health standards,	the traveler should request the AO to upgrade the class of service.

Table 2-4. Travelers Changing Class of Service	
If…	**Then…**
other transportation accommodations are not available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after considering the TDY location, cost, and travel time,	the AO may authorize or approve travelers to book first- or business-class airfare and extra train fares.
the traveler's or Service's needs require use of accommodations that do not meet minimum standards,	the traveler may voluntarily accept or use these accommodations and the Government may furnish them. The Government cannot direct the traveler to accept inadequate accommodations.
accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than economy or coach,	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
the AO determines the added cost of premium-class seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	a traveler may book economy plus or coach elite airfare seating and the AO may also authorize airfare for an attendant required to accompany the traveler en route (see par. 020206-K).
Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
a protective detail accompanies a traveler who is authorized more costly accommodations,	
a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
lower class accommodations are not reasonably available for departure within 24 hours of the traveler's proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled,	the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following: ● When the TDY travel was identified. ● When travel reservations were made. ● The cost difference between economy or coach transportation and the business- or first-class transportation selected.
a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	
the following personnel are required for the mission: ● Federal advisory committee members; ● Special high-level invited guests; and ● U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.
a non-Federal source pays for business-class transportation in advance,	the travel authorization must state that the transportation has been paid by a non-Federal

Table 2-4. Travelers Changing Class of Service	
If…	**Then…**
a non-Federal source pays for first-class transportation in advance, and at least one of the other circumstances in this table for first-class travel is also met,	source. Refer to DoD 5500.7-R and Service issuances.
using business class results in overall savings to the Government by eliminating overtime, additional subsistence costs, or lost productivity time,	a cost comparison must be stated on the travel authorization.
foreign-government personnel are traveling in the Government's interest and the traveler's country has regulations, a memorandum of understanding, a memorandum of agreement, or a status of forces agreement that requires business or first-class accommodations,	the traveler is authorized business- or first-class transportation.
an en route stopover is an overnight stay and an en route rest stop is authorized or an overnight rest period occurs at the TDY location before beginning work,	business class is not allowed.

K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options, such as purchasing two coach seats or reserving a bulkhead seat with extra leg room, before recommending first-class travel. If the traveler requires an attendant or escort, see Chapter 3, Part D, for criteria to authorize or approve premium-class airfare for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler's medical condition or special need in writing:

1. Every six months for a temporary condition.

2. Every two years for a lifelong condition.

Table 2-5. Other than Economy or Coach Class Authority		
Agencies	**First Class**	**Business Class**
OSD and Defense Agencies	Administration and Management Director.*	Administration and Management Director. May be delegated no lower than a three-star or civilian-equivalent level.
Joint Staff	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.
CCMD	Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command's three-star deputy or vice commander.	CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.
Military	Secretary may delegate to Under	Secretary may delegate to Under

Table 2-5. Other than Economy or Coach Class Authority		
Agencies	**First Class**	**Business Class**
Departments	Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*
U.S. Public Health Service (USPHS) Members Only	Secretary of Health and Human Services.*	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority*
National Oceanographic and Atmospheric Association (NOAA) Corps Members Only	NOAA Corps Director.*	
U.S. Coast Guard Members Only	Secretary of Homeland Security.*	Coast Guard Commandant or Vice Commandant.*

**No further delegation.*

L. Not Authorized. Unless authorized or approved for medical reasons or physical handicap in accordance with the par. 020206-K upgraded accommodations are not authorized for the types of travel listed in Table 2-6.

Table 2-6. Travel Not Authorized for Upgraded Accommodations		
Leave Travel	**Evacuations**	**Permanent Travel**
• Emergency leave • R&R • FEML • Emergency visitation travel	• Personnel evacuations • Family visitation travel	• PCS • COT • RAT

M. Commercial Air Transportation. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1. General Services Administration (GSA) City Pair Program Fares

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. City Pair Program flights are identified by the fare basis codes of either "YCA" or "-CA."

(1) YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability. As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

(2) -CA refers to a contracted, unrestricted coach-class fare that is capacity controlled. Only a certain number of seats are available on a given flight at the -CA rate. A -CA airfare should be used when available and only the YCA should be used for cost comparison.

b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission's needs. The basis for the policy constructed airfare is still the YCA airfare.

c. When a City Pair Program fare is *not* available, the lowest-cost economy or coach unrestricted fare should be used. For details on the City Pair Program, see Appendix P.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs. When a City Pair Program fare is available, the AO must use the "Restricted Fares Checklist," located in Appendix H, par. G, when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline's restricted fare before selecting another airline's restricted economy or coach airfare. The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.

Note: When a restricted airline ticket is changed or canceled, any remaining value may only be used for future official travel. Under no circumstances may the traveler pay any penalty and then use the ticket or partial credit for personal travel.

3. Involuntarily Denied Flight Boarding. A traveler who is involuntarily denied boarding on a flight must contact the TMC to book a new flight if a subsequent flight cannot be provided without additional cost to the Government. Any compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier show the "Treasurer of the United States" as payee on the compensation check, in accordance with DoDFMR, Vol. 9.

Table 2-7. Transportation Allowances for Commercial Air Travel

If…	Then…
no written policy specifies which airport to use and multiple airports in the same area are available for use,	the traveler may select which airport to use. A traveler can only be required to use a non-servicing airport when the command or installation has a written policy that requires using it because it is economical.
local written policies do not permit a traveler to select which of multiple airports in the same area to use,	the traveler must follow the local written policy in selecting an airport.
a traveler is unable to travel by air due to a medical condition or genuine fear of flying that would result in a serious physical or psychological reaction,	the AO may authorize an alternate type of transportation after receiving a medical authority's written certification that the condition or fear prevents travel by air.
a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,	the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the Fly America Act.

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved under the following circumstances (OMB Bulletin 93-11, April 19, 1993):

1. The travel can be completed only by ship.

2. The travel is performed more economically or efficiently by ship.

3. The travel is for medical reasons.

4. The travel is for security reasons.

5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

020207. Reimbursement for Commercial Transportation

A. Commercial Air, Train, Ship, or Bus Transportation. A traveler is reimbursed the authorized or approved transportation cost, which includes the fare and the TMC fee. If a traveler uses Government-procured transportation for part of a leg of travel, reimbursement to a traveler must be reduced by the cost of the Government-procured transportation. However, advanced seat assignment and additional-fee seating is a personal choice. Any fee incurred for changing the seat assignment is not reimbursed unless it is in the Government's interest, such as would be the case for an eligible traveler with a medical or special need.

B. Transoceanic Ship Travel. Reimbursement for a traveler who uses unauthorized or unapproved transoceanic ship travel is limited to the policy-constructed cost. The "policy-constructed cost" is the sum of the transportation cost and the TMC fee that the Government would have incurred if travel had been performed using the authorized transportation type.

C. Miscellaneous Reimbursable Expenses Associated with Commercial Air, Train, Ship, or Bus. Commercial air, train, ship, or bus reimbursable transportation expenses consist of:

1. Fees for the first checked bag. Any additional cost because of size or weight must be authorized or approved.

2. Excess accompanied baggage when it is authorized or approved. To be authorized or approved, the contents of the baggage must be required for the traveler's official duty and must not be available at the TDY location. Refer to Chapter 5 for allowances related to unaccompanied baggage.

3. Accompanied baggage that goes to the original destination on an unused portion of a ticket after the traveler prematurely leaves the carrier if the traveler provides a full explanation of facts that is acceptable to the Transportation Officer or AO.

4. Expedited return to the travel origination point of accompanied baggage from which a Service member or civilian employee has become separated during a troop movement, when authorized or approved in accordance with Service regulations.

5. The extra cost of a paper ticket add-on fee when authorized or approved as necessary and documented, such as an airline work stoppage.

6. One-way mileage, at the TDY mileage rate, from home or place of duty to a transportation terminal for each way, or round-trip mileage if being dropped off or picked up, when a traveler uses a POV.

7. Ground transportation between interim terminals when traveling on official business.

8. In-flight internet connections are not reimbursable unless authorized or approved and determined they are used to perform official business.

9. Arrival or departure taxes or fees that are charged for entry or exit from a foreign country may be reimbursed if the traveler incurs the expense directly, rather than including in the transportation ticket cost.

D. Miscellaneous Reimbursable Expenses for Travelers with Medical or Special Needs. A traveler with medical or special needs may receive reimbursement for the following additional transportation-related miscellaneous costs:

1. Specialized services provided by a commercial carrier that are necessary to accommodate the traveler's disability or special need, such as specialized transportation to, from, or at a TDY location.

2. The cost of renting or transporting specialized equipment, such as a wheelchair, needed in transit or at the TDY location.

3. Baggage check-in fee at curbside.

4. Baggage handling tips for a traveler with a disability.

E. Reimbursement When a TMC Is Available but Not Used. When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.

F. Reimbursement When a TMC Is Not Available. When the AO certifies that a TMC is not available to arrange the required official transportation, the traveler receives reimbursement for the actual authorized or approved transportation costs, including the transaction fee. The total transportation reimbursement must not exceed the policy-constructed fare that meets mission requirements.

020208. Reimbursement for Government Transportation

A. Reimbursement for Government Plane, Ship, or Bus. An AO may direct a traveler to use Government transportation, such as a plane, ship, or bus. When a traveler does not use the directed mode, reimbursement is not allowed. A traveler is not ordinarily charged for baggage expenses when using Government transportation. The AO must authorize or approve any charges for excess accompanied baggage.

B. Government Automobile. An AO may direct a traveler to use a Government automobile when taking an airplane, train, bus, or ship is not advantageous to the Government. In these cases, the traveler must use a Government automobile, if one is available. If an AO determines a Government automobile would be more expensive than a POV, then the AO may authorize a POV. See Table 2-9 for information about the circumstances under which a Government automobile is directed but a POV is used instead.

Note: A Government automobile is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort.

C. Reimbursement for Use of a Government Automobile. A traveler using a Government automobile may receive reimbursement for:

1. Gas and oil.

2. Ferry fares, storage fees, guard fees, and repairs.

3. Bridge, road, or tunnel tolls.

4. Parking fees when the AO authorizes or approves them.

5. Insurance to cover liability for damage, personal injury, or death to third parties when traveling in foreign locations where law requires the insurance coverage.

6. The cost of an international driver's license, including the cost of photos, when mission essential.

020209. Rental Vehicle

A. Obtaining Authorization. An AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus (CBCA 2956-TRAV, January 31, 2013). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.

2. Mission requirements.

3. Cost is the same or less for a non-compact vehicle.

4. Multiple travelers are authorized to travel in the same rental vehicle.

5. Government material for official business requires more space.

6. Safety, such as driving during severe weather or on rough or difficult terrain.

B. Reimbursement for Use of a Rental Vehicle. A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes the related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not reimbursed.

C. Reimbursement for Rental Vehicle Insurance. The Government is self-insured. A traveler should verify that a rental vehicle is part of the U.S. Government Rental Car Agreement, which provides full insurance coverage. The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special

operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement.

Table 2-8. Rental Vehicle Expenses	
If…	**Then…**
a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained through a TMC.
the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
a daily administrative fee is charged due to the U.S. Government Rental Car Agreement, which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
a breathalyzer is required in a foreign country and it is used,	the breathalyzer fee is reimbursable if a foreign authority directed the driver to use it and the device shows that the driver was not impaired.
	the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.
non-standard equipment, such as snow tires, is necessary,	fees for the upgrade are reimbursable if the equipment is part of the rental agreement; however, equipment purchased separately from the rental vehicle agreement is not reimbursable.
the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
a traveler incurs gas or oil expenses,	the traveler may receive reimbursement. **Note**: Prepaid fueling is not authorized.
the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,	the traveler may receive reimbursement; however, an administrative fee associated with failing to

Table 2-8. Rental Vehicle Expenses	
If…	**Then…**
the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	pay a toll is not reimbursable.
the traveler pays for access fees, for example, additional fees for access to an airport location,	

D. Reimbursement for Rental Vehicle Damage. A DoD 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. Refer to DoDFMR, Vol. 9, Chapter 4; DoDFMR, Vol. 10, Chapter 12; and the Guidebook for Miscellaneous Payment for information on how to request reimbursement.

1. The Government may make direct payment to the rental car company, instead of the traveler, if appropriate. Requests for payment must be accompanied by supporting documentation, ordinarily statements, itemized bills, and an accident report (see DoDFMR, Vol. 9, for details). A DoD traveler may file accident reports at the DTMO Web site if the damaged vehicle is covered under the DTMO rental car agreement.

2. A non-DoD traveler who rents a vehicle pursuant to a valid DoD-funded travel authorization must follow written Service or DoD Component guidance in documenting and filing a claim for vehicle damage.

Note: See DTMO rental car agreement, and DTR, 4500.9-R, Part 1 for further instructions and guidance for the rental vehicle selection. A rental vehicle is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort.

020210. Privately Owned Vehicles (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV(53 Comp. Gen 67 (1973)). If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed. Mileage rates are listed at https://www.defensetravel.dod.mil/site/otherratesMile.cfm. When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

Note: Charges related to repairs, depreciation, maintenance, towing, and other similar expenses for a POV are not reimbursable through the travel voucher process. Service members may seek reimbursement by following procedures in DoDI 1340.21, "Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests." Civilian employees may seek reimbursement by using Service procedures and referencing the Personnel Claims Act (31 U.S.C. § 3721).

Table 2-9. General Rules when Using a POV	
If…	**Then…**
a TDY traveler picks up or drops off other official passengers at home,	the traveler claiming the mileage may claim reimbursement for the extra distance based on odometer readings or other acceptable evidence.
a traveler is directed to use a Government automobile with other travelers, but instead uses a POV,	mileage reimbursement is not authorized if the Government automobile makes the trip.
a traveler uses a POV instead of an authorized (but not directed) and available Government vehicle,	the traveler is limited to reimbursement at a POV other mileage rate for the official distance. Reimbursable expenses associated with driving a POV and incurred during travel between the PDS and a TDY location are not authorized.

A. Reimbursement for Privately Owned Automobiles or Motorcycles. The TDY mileage rate is different for automobiles, motorcycles, and airplanes. A self-propelled mobile home is paid at the automobile mileage rate.

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles	
If…	**Then…**
the official distance between authorized locations—as determined by the DTOD or from appropriate distances (non DoD Services)—is 400 miles or less one way or 800 miles or less round trip,	use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD distance between official points. No cost comparison is required.
the official distance between authorized locations (as determined by the DTOD) is greater than 400 miles one way, or greater than 800 miles round trip,	the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.
a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.
an official traveler is a passenger in an automobile or on a motorcycle,	the passenger is not authorized reimbursement for transportation, but may receive per diem.

B. Reimbursement for Privately Owned Airplanes. A traveler is reimbursed mileage based on aeronautical charts when an AO determines that using a privately owned airplane is more advantageous to the Government than using other transportation modes.

1. If a traveler cannot determine the distance by aeronautical charts, then he or she must determine it by multiplying the flight time by the aircraft's cruising speed. Additionally, the traveler may receive reimbursement for landing, parking, and tie-down fees.

2. If a traveler uses an airplane provided by an Aero Club, then allowable expenses include:

a. The hourly fee imposed by the Aero Club.

b. Fuel charges if not reimbursable by the Aero Club.

c. Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

C. Reimbursement for Privately Owned Boat and Helicopter. When a privately owned boat or helicopter, but not a privately owned plane, is used to the Government's advantage, reimbursement is for actual operating costs rather than TDY mileage. Reimbursable costs are limited to:

1. Fuel.

2. Oil.

3. Aircraft parking.

4. Landing and tie-down fees.

5. Boat docking fees.

Note: To convert kilometers to statute miles, multiply the number of kilometers by 0.62. To convert nautical miles to statute miles, multiply the nautical distance times 1.15077945.

D. Requests for POV Expense Reimbursement (Service Members Only). When it is to the Government's advantage, the AO may authorize or approve reimbursing actual travel costs instead of mileage when all of the following three circumstances are met:

1. The Service member requests it.

2. The request is justified due to unusual circumstances and documents the circumstances.

3. POV mileage reimbursement would be a financial hardship for the Service member (Comp. Gen. B-185733, September 1, 1976).

E. Limits to Actual Expense Reimbursement for Travel by POVs (Service Members Only). Actual expense reimbursement is limited to:

1. Automobile or motorcycle: fuel, oil, parking fees, ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries.

2. Airplane: fuel, oil, parking fees, tie-down fees, and hanger fees.

3. Boat: fuel, oil, and docking fees.

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation—Computation and Calculation Rules. When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV allowances are compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation, the TMC fee, and the per diem that the Government would have incurred if travel had been performed by means of the authorized type. No other costs, such as taxi fare or parking, are included in the comparison.

Table 2-11. Cost Comparison Rules for Using a POV	
If…	**Then…**
Vehicle v. Rental Car	
air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
the AO determines that a rental car is more economical, but the traveler uses a POV,	
Vehicle v. Bus	
neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
Vehicle v. Commercial Airplane	
a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage rate plus per diem for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance.
the policy-constructed airfare includes an airfare available through the GSA City Pair Program,	a -CA GSA City Pair Program airfare is not used when creating a policy-constructed airfare for comparison purposes.
the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.
Vehicle v. Train	
air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
Aero Club Aircraft v. Commercial Air	
the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.

G. Reimbursement for Mixed-Mode Travel When POV Is Involved. When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see par. 020205), the travel is "mixed mode." Reimbursement depends upon whether or not use of the POV was more advantageous to the Government.

Table 2-12. Mixed-Mode Allowances and Reimbursements	
If…	**Then…**
Allowances	
an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,	the allowances are a combination of the following: ● TDY mileage for the distance traveled by POV. ● The airplane, train, bus, or rental car transportation cost. ● Per diem for the actual en route travel. Reimbursement for these allowances is based on whether or not a POV is advantageous to the Government.
Determining Reimbursement	
POV use is more advantageous to the Government,	reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.
POV use is not to the Government's advantage,	reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.

H. Effect on Reimbursement If Order Is Canceled While Traveler Is En Route to, At, or Returning from a TDY Location. If a TDY order is canceled while the traveler is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS. Allowances are limited to the cost of the round-trip travel distance between the PDS and the TDY location (see CBCA 2463-TRAV dated November 11, 2011, and B-129607, dated November 21, 1956).

I. Miscellaneous Reimbursable Expenses. If using a POV is more advantageous to the Government, in addition to a TDY mileage allowance, a traveler may be reimbursed for the following:

1. Ferry fares.

2. Bridge, road, and tunnel tolls.

3. Parking fees in connection with official travel.

4. Cost of obtaining an international driver's license when the mission requires one, including the cost of the photos.

020211. Car Ferry Transportation

Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, is eligible for car ferry allowances. A traveler who is authorized to use a car ferry must use a U.S. flag ferry, when available. The English Channel tunnel ("Chunnel") is considered a ferry only for computation purposes.

A. Reimbursement for Car Ferry Transportation. The AO may authorize reimbursement for car

ferry transportation. A traveler may be reimbursed for personal transportation costs, limited to the cost of Government-procured ferry transportation. Reimbursement includes any costs associated with the vehicle's movement on the car ferry. The AO may also authorize TDY mileage for the official distance (based on the DTOD) from both:

1. The PDS location to the car ferry's port of embarkation and the car ferry's port of debarkation to the traveler's TDY location.

2. The TDY location back to the PDS location, again taking into account the ports of embarkation and debarkation.

B. Excess Costs. If the Government pays for transporting a POV on an oceangoing car ferry and that transportation results in excess costs, the Government will bear those costs and will not collect the excess costs from the traveler.

020212. Travel in and around the TDY Location

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

1. Lodging and duty site.

2. Duty sites.

3. Lodging or duty site and dining facility.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.

1. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

2. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in par. 020210.

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:

a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.

b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.

2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

020213. Ground Transportation

A. Ground Transportation to Terminals and Rental Car Facilities. A traveler should always use Government or courtesy transportation to terminals and rental car facilities, if available. Travelers may use:

1. Taxis or limousines.
2. Buses.
3. Streetcars.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses.

Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities

If…	Then…
a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20 percent of the fare—the maximum allowed amount for a tip—as part of the total fare amount claimed. The tip is not separately reimbursable.
a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.
a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.
a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.

0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES

Per diem allowance rates are based on the TDY location, stopover point, or other authorized official duty points, but not on the lodging location. Ordinarily, per diem is based on a traveler's TDY location at 2400 hours (midnight). If a traveler obtains lodging outside the area covered by the locality rate for the TDY location because of personal preference or convenience, then per diem is limited to the maximum rate prescribed for the TDY location.

020301. Daily Allowances

The Government pays per diem on a daily basis—for whole days—using rates published at http://www.defensetravel.dod.mil/site/perdiem.cfm. This does not include PDS departure and return days. The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate, plus the applicable meal rate and incidental expense (M&IE) rate, unless otherwise stated in the JTR. The total should not exceed the applicable maximum per diem rate for the TDY location. If the U.S. Government furnishes meals and lodging at no cost to the traveler, then the total value of the meals and lodging plus the incidental expense rate is limited to the maximum locality per diem rate.

020302. Allowable Travel Time As It Affects Per Diem

The AO determines the allowable travel time by the official distance, the type of transportation authorized, and the transportation used. However, if the actual travel time is less than the allowable travel time, then the AO approves per diem only for the actual days traveled. All time that is not official travel time must be accounted for in accordance with appropriate personnel regulations.

A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 5155 (Service members) and 5605 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler's control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances.

B. En Route Per Diem. A traveler's en route per diem is limited to the lesser of the actual time used or the time allowed for the authorized mode of transportation. "En route per diem" is the per diem received between travel points excluding per diem while at the TDY or leave location.

C. Airplane, Train, or Bus. When a traveler receives authorization to travel by commercial air, the maximum time allowed in the CONUS and within areas OCONUS is one day. When the Government purchases commercial air, train, or bus transportation, per diem is allowed for the actual time needed to travel over the direct route including necessary delays. For travel by commercial train, the scheduled departure and arrival dates are used. A traveler who elects to travel by a transportation mode other than the one authorized is limited to the actual time used, not to exceed the allowed travel time for the mode of transportation authorized.

Note: When the authorized transportation mode is not used, the AO considers the traveler's required check-in time, travel time from home or office to the airport, scheduled arrival time at the terminal, and travel time from the terminal to home as well as transportation costs when constructing travel.

"Constructing travel" is calculating estimated costs based on the authorized mode of transportation to compare to the traveler's actual costs.

020303. Lodging

A traveler on TDY must reserve lodging compliant with U.S. Fire Administration guidelines (see http://apps.usfa.fema.gov/hotel) through the electronic travel system or the servicing TMC (5 U.S.C. § 5707a). A DoD traveler must use the Integrated Lodging Program Pilot (ILPP) facilities if available (see Appendix X) for information about the ILPP). The Government cannot direct the traveler to accept inadequate accommodations. Each Service or DoD agency must ensure that 90 percent or more of all official travelers in the US or non-foreign areas OCONUS use commercial lodgings that comply with the U.S. Fire Administration guidelines.

A. Booking Commercial Lodging.

1. A traveler is responsible for any charges in excess of the per diem rate.

2. A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.

3. If a traveler cannot book commercial lodging using the TMC (including the electronic travel system) then the traveler must book directly with the commercial lodging facility (including the hotel's online Web site).

4. If a traveler obtains lodging through an online booking agent, reimbursement is authorized only when the traveler provides a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, September 13, 2011):

a. Daily hotel room costs.

b. Daily hotel taxes.

c. Daily miscellaneous fees, if applicable.

Note: Only itemized charges are considered for reimbursement. Online booking receipts often break out the cost of the room, but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

B. Booking Government Quarters

1. A DoD Service member must use available Government quarters if ordered to a U.S. installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILPP site. A civilian employee is required to use Government quarters at an ILPP site. If the electronic reservation system cannot reserve Government quarters, then make reservations through www.dodlodging.net or by contacting the Government quarters facility directly.

2. Commercial lodging that is contracted by the Government is considered Government quarters. ILPP is considered Government quarters. Lodging (at no expense to the traveler) may be booked without using the TMC outside the electronic travel system.

C. Use of Government Quarters. Government quarters are available to USCG, NOAA, and USPHS personnel only if the travel order directs their use. For Government quarters policy for Service members, see Table 2-14.

Table 2-14. Government Quarters Use	
If…	**Then…**
a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
a Service member is provided a non-availability number for an installation initially,	he or she is not required to seek or check for Government quarters when on TDY to that installation.
a Service member is on TDY at a foreign installation,	he or she is not required to check for Government quarters availability unless directed to do so in the travel order.
a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,	the AO may direct use of Government quarters on that installation.
a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,	he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a statement of non-availability at that location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.
adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

D. Limiting Per Diem not Permitted. Per diem reimbursement cannot be limited to the Government quarters rate if the installation to which a Service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters.

E. Government Quarters Are Unavailable. Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.

2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:

a. A Service member attending a Service school at a Uniformed Service facility.

b. Any O-7 through O-10 officer who personally determines quarters availability.

3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

4. TDY is at a Joint Base and the Government quarters are located at a geographically separate part of the Joint Base from the duty location without a common perimeter.

F. Required Documentation When Government Quarters Are not Available. When Government quarters are not available, a DoD Service member is not required to obtain paper statements to justify reimbursement for commercial lodging and per diem. The AO must authorize or approve reimbursement for commercial lodging when a Service member documents at least one of the following:

1. A Government quarters non-availability confirmation number provided by the Service's lodging registration process.

2. The date the Service member attempted to make reservations, along with the phone number and name of the billeting office's point of contact.

3. The Service member's certification that Government quarters were not available upon arrival.

Table 2-15. Lodging Reimbursement Rules

If…	Then…
an official traveler shares a room with a non-official traveler,	the official traveler is reimbursed the actual daily lodging cost based on the single occupant rate, limited to the lodging portion of the locality per diem rate. A traveler who leases more spacious lodging to accommodate a non-official traveler is not reimbursed for the additional expense.
multiple travelers on official travel share a room,	each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate.*
multiple travelers sign a lease for lodging,	each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*
a civilian employee lodges with friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the hosts incur in for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).

Table 2-15. Lodging Reimbursement Rules	
If…	**Then…**
a traveler is en route or arrives at the TDY or stopover location at 2400 or later,	the traveler is allowed per diem as if arrival took place on the preceding day.
lodging is not available at the TDY location,	the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate is higher. 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.
a traveler purchases or already owns a residence used for lodging during official travel,	reimbursement is not authorized for any costs or expenses associated with this lodging.
a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a "rent-to-buy" option,	all associated mortgage interest and property taxes previously claimed must be repaid.
a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel,	reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY: ● Parking fees. ● Utility connection, use, and disconnection fees. ● Electricity, gas, water, sewage, bath, and shower fees. ● Dumping fees.
a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
a traveler is lodged in a foreign area OCONUS,	the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.
no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.

**For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.*

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate. 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. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.

2. Dumping.

3. Showers.

4. Cleaning or maid fees.

5. Cable TV.

6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.

7. Monthly local telephone use. Monthly fees does not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.

8. Parking space when RV is used.

9. Appropriate and necessary furniture rental.

10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.

11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an "option-to-buy" plan is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental (CBCA 1961-TRAV, July 20, 2010). A traveler cannot be reimbursed for shipment or purchase of furniture (GSBCA 16699-TRAV, August 17, 2005).

Note: These items do not apply to contracted TDY lodging.

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging

If…	Then…
the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual
the traveler cannot occupy lodging at the first TDY location due to conditions beyond the	

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging	
If…	**Then…**
traveler's control,	lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,	
the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may authorize dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before *or* after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
lodging is required on the day of departure from the TDY site,	the AO may authorize reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.
taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS travel,	reimbursement is not authorized.

Note: For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

020304. M&IE Portion of Per Diem

M&IE reimbursement does not require expense itemization or receipts unless an actual expense allowance (AEA) has been authorized or approved for some portion of the M&IE.

A. Meal Portion of Per Diem. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. Meal rates change depending on who the traveler is (Service member or civilian employee), the location, and the number and types of meals available. After travel is completed, meal rates can be reduced only if the traveler received a deductible meal (see Table 2-18). When a traveler stays with friends or relatives, he or she is authorized the TDY location M&IE rate if otherwise eligible.

Table 2-17. Types of Meal Rates	
Type of Rate	**Application**
Locality Meal Rate	Is based on the traveler's TDY location or stopover point, and applies when the traveler must purchase all meals commercially.
Proportional Meal Rate (PMR)	Applies when either of the following occur: ● A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization. ● One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling. ● The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&IE rate. ● The PMR does not apply when the traveler is traveling.
Standard Government Meal Rate (GMR)	● The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation. ● The GMR does not apply when the Service member is traveling. ● The GMR must be directed in the travel authorization.
Discounted GMR	The discounted GMR is the cost for food minus facility operating costs. A civilian employee is reimbursed the discounted meal rate if he or she is charged for food while supporting field duty operations.
Incidental Expense Only	Applies when all three meals are provided at no cost to the traveler. Table 2-18 explains which meals are deductible.

B. Determining if a Meal Is Deductible. Table 2-18 defines what is considered a deductible meal and what is not.

Table 2-18. Deductible and Non-Deductible Meals	
Deductible Meal	**Non-Deductible Meal**
Provided based on an agreement between the Government and any organization if the travel authorization directs the meal for a Service member or indicates the facility providing the meal is available for a civilian employee.	Box or bagged meal from a Government dining facility (for example, a Meal, Ready to Eat), except when that box or bagged meal from the Government dining facility is the only way to provide the Service member an adequate meal.
Included in a registration fee.	In-flight meals.
Paid by the Government and furnished at no cost to the traveler.	Furnished on a commercial or military aircraft.
Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	Government meals consumed in a Government dining facility if paid for by the traveler.
Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
Provided by a lodging establishment when meals	A no-cost complimentary meal provided by a

Table 2-18. Deductible and Non-Deductible Meals	
Deductible Meal	**Non-Deductible Meal**
are included in the lodging cost under an agreement between the Government and the lodging establishment.	lodging establishment.
Light refreshments (including a continental breakfast), included as part of a registration fee if they meet the requirements above and are served at a meal time.	Light refreshments (including a continental breakfast) included as part of a registration fee if served during a break and *not* at a meal time.

C. Deductible Meals Unable to Be Consumed. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler meets all of the following criteria:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs, in which case the AO may require substantiating documentation from the appropriate professional authority.

2. Attempted, but is unable to make, alternative meal arrangements for a substitute meal.

3. Is unable to eat an otherwise deductible meal due to medical restrictions, religious beliefs, or requirements of the mission.

D. Government Dining Facilities. A Government dining facility is available only when the Government quarters on the U.S. installation on which the Service member is assigned TDY are adequate and available. Government facilities should be used to the maximum extent possible.

1. Use of the Government dining facility must be directed in the travel authorization. The authorization must state when a Service member is to receive the PMR or GMR. Otherwise, the locality meal rate is paid. Schoolhouse training or other excepted circumstance may impact meal rate payable.

2. A dining facility is considered not available:

a. When Government lodging on the U.S installation is not available.

b. On travel days.

c. When an AO determines that:

(1) The use of the Government dining facility adversely affects mission performance.

(2) There is excessive distance between the Government dining facility and places of duty or lodging.

(3) Transportation is not reasonably available between the Government dining facility and places of duty or lodging.

(4) Duty hours and Government dining facility operating hours are incompatible.

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals

were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

E. Incidental Expense Portion of Per Diem. The portion of per diem reimbursement for incidental expenses includes, but is not limited to:

1. Tips related to lodging, baggage, and transportation (to include courtesy transportation).

2. Laundry and dry cleaning while OCONUS.

3. Various service charges.

Note: Laundry and dry-cleaning expenses are a personal expense and are not reimbursable as part of per diem, AEA, or a miscellaneous reimbursable expense within the CONUS.

F. Incidental Expense Reimbursement Rates. The reimbursement rates for incidental expenses differ by location:

1. CONUS Incidental Expenses are $5.00.

2. OCONUS Locality Incidental Expenses are the rate when the TDY is not on a U.S. installation. If the AO determines that a reduced rate for incidental expenses is adequate, then the $3.50 may be authorized.

3. OCONUS Reduced Incidental Expenses ($3.50) are the rate when a traveler is assigned to a TDY at a U.S. installation and lodged in Government quarters, except for en route travel days. If the AO determines that the $3.50 is inadequate, then the OCONUS locality rate for incidental expenses may be authorized and stated on the travel authorization. This does not apply on any day the Service member is traveling.

020305. Occasional Meals or Occasional Lodging

Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise authorized.

A. Service Member. Occasional meals or occasional lodging may be authorized or approved when the Service member is:

1. Escorting an arms-control inspection team or its members. This applies within PDS limits, and only for a Service member escorting an arms-control inspection team or its members while engaged in activities related to the implementation of an arms-control treaty or agreement during the in-country period referenced in the treaty or agreement.

2. On TDY within the PDS local area, but outside the PDS limits.

3. Service members are traveling together with no or limited reimbursement.

4. On TDY or training duty aboard a ship.

5. On field duty.

6. A Service member (straggler) who is separated from others traveling together under a travel authorization directing no or limited reimbursement travel.

7. In Essential Unit Messing (EUM).

8. Hospitalized as an inpatient.

9. Part of the Senior Reserve Officers' Training Corps (SROTC). Lodging and meal expenses are authorized or approved at a point of delay for an SROTC member traveling to or from field training or practice cruises and delayed through no personal fault at a location where neither Government quarters nor a Government dining facility is available.

B. Reimbursement Limitation

1. The lodging cost allowed is limited to the lodging portion of the locality per diem rate.

2. In special or unusual circumstances when the amounts claimed exceed the lodging portion of the locality per diem rate, the AO may authorize reimbursement for the actual cost of occasional lodging.

3. When a Service member is required to procure or retain unoccupied lodging or to procure or retain lodging at more than one location on any calendar day, dual-lodging reimbursement applies.

4. If the AO determines that a Service member is required to procure meals, then the reimbursement is the actual amount paid, limited to the PMR (no incidental expense), and based on the applicable locality per diem rate.

5. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

C. Civilian Employee

1. A civilian employee may be reimbursed expenses for occasional meals or occasional lodging expenses that the civilian employee must incur at a time when the meals or lodging are furnished without cost (or at nominal cost) for TDY of more than 12 hours.

2. When the traveler is not authorized per diem, but must purchase meals and lodging:

a. The AO may authorize or approve reimbursement for the actual amount paid, up to the PMR (no incidental expenses) for meals, or for lodging up to the lodging portion of the locality per diem rate.

b. The AO may authorize the actual expense allowance (AEA) if the actual meal expense is more than the PMR or the lodging cost exceeds the lodging portion of the locality per diem rate.

020306. Meal Ticket Maximum Rates

Meal tickets may be issued to Service members only as specifically authorized by the JTR. The current

rates are on the DTMO's Web site at http://www.defensetravel.dod.mil/site/mealTickets.cfm.

020307. AEA (Instead of Per Diem)

An AEA is a form of reimbursement that, in unusual circumstances, enables a TDY traveler to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA must be stated in the travel authorization when authorized in advance of travel. All travelers going to the same place at Government expense, at which AEA is authorized, should be treated the same if possible.

A. Maximum Amount. An AEA is the lesser of the two: actual expenses incurred or the AEA maximum amount. An AO may authorize or approve an AEA of up to 300 percent of the locality per diem rate (rounded to the next higher dollar).

B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for M&IE exceeds the maximum locality AEA M&IE rate, then decrease the M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate. The daily amount is not prorated for fractions for the day; however, the AO must review and approve expenses incurred and claimed for a fraction of the day.

2. The reimbursement method and daily maximum for the departure day from the PDS are the same as for the first location where lodging is required. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 020310 applies for reimbursement when return travel to the PDS requires two or more days.

3. Only one reimbursement method is authorized for each TDY *location*, except when one reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler's status and TDY location at 2400 on that calendar day.

4. When TDY is a special mission and non-deductible meals are available under special arrangements, AEA for such meals is limited to the charge for each meal or limited to the arranged charges for three meals per day.

Table 2-19. Considerations Impacting AEA

If…	And…	Then…
traveling with a dignitary	it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
traveling to an area where costs have escalated for a short period of time	it is during a special function or event, such as the following: ● A missile launch, ● A summit meeting, ● A sports competition, ● The World's Fair, ● A convention, ● A national or natural disaster, including its aftermath,	

Table 2-19. Considerations Impacting AEA		
If…	**And…**	**Then…**
affordable lodging is not available within reasonable commuting distance of the TDY point	the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
the traveler must incur much higher expenses than normal during similar travel situations	the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	
TDY is scheduled for 31 days or more	the traveler is at one location for 31 consecutive days or more,	AEA cannot be authorized or approved.

C. Traveling to Disaster Area. An AEA is usually authorized on an individual trip basis. However, the DoD Component has authority, using the Secretarial Process, to issue a blanket AEA authorization to cover the AEA expenses of all travelers in a presidentially declared disaster or pandemic area.

D. Authority to Exceed 300 Percent. In rare instances, OCONUS, more than 300% of lodging may be required.

1. Authority for a Service Member. In advance of travel, the AO must submit a request directly to the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), Chief at the address on the first page of the JTR. Requests must be addressed "ATTN: Policy & Regulations Branch" when submitted by U.S. Mail or fax, or with the subject "AEA REQUEST" for a request sent by e-mail. The Secretary concerned for specific classified missions OCONUS may authorize a Service member to receive AEA for lodging costs that exceed 300 percent of OCONUS per diem rates. This authority cannot be re-delegated.

2. Authority for a Civilian Employee. No authority in the Federal Travel Regulation (FTR) allows a civilian employee to be reimbursed more than 300 percent of AEA. The civilian employee may be authorized AEA for lodging only or lodging and M&IE, limited to the AEA maximum amount.

E. AEA Authorized for Lodging Only.

1. Reimbursement of the actual cost of lodging, not to exceed the maximum amount authorized in the AEA, is allowed.

2. M&IE is paid at the locality per diem rate without itemization.

F. AEA Authorized for Lodging and M&IE.

1. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required.

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not

accrue on a daily basis are averaged over the days at the TDY location.

G. Duration of AEA. An AEA may be paid for the entire trip, during travel, or during a portion of the TDY. However, an AEA that is paid for M&IE applies by location for the entire TDY period at that location.

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

2. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies.

H. AEA Not Payable. An AEA may not be claimed for meals or lodging that is:

1. Included in a registration fee.

2. Procured at the traveler's PDS or residence.

3. Purchased while at or en route to or from a nearby carrier terminal when travel begins or ends there. AEA also cannot be claimed when a meal is part of a transportation ticket price and is provided during the trip, but the traveler chooses to purchase a meal after leaving the airplane, train, bus, or ship.

020308. Reduced Per Diem

An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging- or meal-cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel.

A. Authority to Reduce Per Diem.

1. For a Service member, the authority to reduce a per diem rate rests with the DoD Component head or the Secretary concerned. These entities may only re-delegate it to the chief of a DoD Component headquarters or the Service bureau or staff agency.

2. For a civilian employee, only a DoD Component head may authorize a reduced per diem rate, except as otherwise specified in the JTR.

B. Requests for Reduced Per Diem.

1. Reduced per diem rates may be requested for as low as zero and, once authorized, must be stated in the travel authorization. If a request is submitted and approved after travel begins, an amendment to the original travel authorization is made, and applies to a future period. The reduced per diem does not apply on en route travel days. An increase to the reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis.

2. Submit requests for reduced per diem through the appropriate authority listed at http://www.defensetravel.dod.mil/site/faqraterev.cfm. Requests must include the current lodging and meal costs, the traveler's name, travel dates, the TDY location, the point of contact's name and phone number for the request, and the recommended reduced per diem rate.

C. Exception for U.S. Coast Guard (USCG). USCG Service members assigned to detached duty at USCG stations (small), USCG Search and Rescue detachments, USCG air facilities, USCG auxiliary operation stations, and Operation Bahamas, Turks and Caicos may be paid 75 percent of the reduced M&IE, if any, prescribed for the site on travel days, if applicable.

020309. Trip Length As It Affects Per Diem

The length of a TDY trip has a major impact on the amount of per diem reimbursement.

Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*

When Travel Is…	For The…	Then The Per Diem Rate Is Based on…	Computation
12 hours or less,	Not applicable.		Per diem is *not* authorized.
more than 12 hours but less than 24 hours and *no* lodging is required,	Not applicable.	the highest locality rate for each day.	75 percent of the highest M&IE rate for each calendar day in a travel status.**
more than 12 hours but less than 24 hours and lodging *is* required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75 percent of the M&IE rate for each day of travel.**
24 hours or more and *no* lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	• 75 percent of the locality M&IE rate for the day of departure from the PDS. • 100 percent of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	• 100 percent of the applicable M&IE rate for the day of departure from the TDY location. • 75 percent of the locality M&IE rate for the day of arrival at the PDS.
24 hours or more and lodging *is* required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	• Lodging up to the per diem rate plus 75 percent of the locality M&IE rate for the day of departure from the PDS. • 100 percent of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,		100 percent of the applicable M&IE rate for the day of departure from the TDY location. 75 percent of the locality M&IE rate for the day of arrival at the PDS.

**Refer to par. 020311 for trips of 31 or more days.*

***Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.*

Note: Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized delay point whether or not overnight lodging was required.

020310. Lodging and M&IE Per Diem Calculation Rules

The calculation of per diem allowance for each day at a TDY location based on the actual amount paid for lodging, limited to a ceiling amount, plus an allowance for M&IE, the total limited to the applicable maximum per diem rate for the TDY location concerned.

A. Reimbursement While En Route from Home or PDS to TDY Location. Lodging reimbursement is based on the actual cost of lodging, limited to the lodging portion of the locality per diem rate at the TDY location or at the stopover. The M&IE for the departure day is 75 percent of the M&IE rate of the traveler's stopover point or TDY location that night if lodging is used. If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the rate at the next destination.

B. Reimbursement at Stopover Points. A stopover point is necessary when travel is for more than 1 day. That generally means that lodging is required. Lodging at the stopover point does not include sleeping in the transportation terminal. Per diem at a stopover point is based on the locality per diem rate at the stopover.

C. Reimbursement at the TDY Location. For each full day, a traveler receives the actual cost of lodging limited to the lodging portion of the locality per diem rate of the stopover point or TDY location at 2400 hours, plus the applicable M&IE rate. If lodging is required for a TDY that lasts more than 12 hours, but less than 24 hours, then reimbursement is for the actual cost of lodging, limited to the lodging portion of the locality per diem rate plus 75 percent of the M&IE rate. A meal provided by a friend or relative *or* by a commercial company on an airplane, train, bus, or ship does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals.

D. Reimbursement While En Route between TDY Locations. When a traveler departs one TDY location and goes to another, the M&IE rate is 100 percent based on the traveler's new TDY location (or stopover point, if lodging is used). If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the new TDY location.

E. Reimbursement While En Route from TDY Location to Home or PDS. Lodging reimbursement for a stopover point en route to the home or PDS is based on the actual cost of lodging, limited to the lodging portion of the locality per diem at the stopover point.

1. The M&IE for the return day to the PDS is 75 percent of the M&IE rate for the preceding day (whether that day was spent at the last TDY location or at a stopover point, if lodging was used). Any TDY locations en route on the day travel ends do not affect the M&IE rate for that return day to the PDS or home.

2. For U.S. Coast Guard Service members, the per diem is based on the M&IE applicable to the last TDY or authorized delay point the day travel ends (return day to the PDS, home, or authorized delay point), whether or not overnight lodging was required there.

020311. Flat-Rate Per Diem Reimbursement during a TDY

Flat-rate per diem applies when a traveler is assigned on a long-term TDY at one location for more than 30 days. It is a percentage of the locality per diem rate and the percentage amount depends on the length of the TDY specified in the travel authorization. Flat-rate per diem is paid for whole days while on a TDY, and does not apply on en route travel days. The provisions of par. 020303.G1-11 do not apply

under flat-rate per diem because they are considered part of the lodging portion of the flat rate.

A. Compute the Flat Rate. Apply the appropriate percentage rate to the local per diem rate in accordance with the rules listed in Table 2-21. Compute flat-rate per diem beginning on the day after arrival at the TDY point. Flat-rate per diem ends at 2400 on the day before the day of departure from the TDY location.

B. Lodging Reservations. A traveler ordered on a long-term TDY who is authorized a flat-rate per diem, but who cannot personally arrange suitable commercial lodging through the electronic travel system must contact the TMC for assistance.

C. Retain Proof of Lodging. Lodging receipts are not required for reimbursement of flat-rate per diem, but proof that lodging costs were incurred is required. Expenses for retained lodging (actual cost) during an authorized absence may be reimbursed as a miscellaneous expense, limited to the lodging portion of the flat-rate per diem allowance, and receipts are required.

D. Lodging Taxes. Lodging taxes may be separately reimbursed in the CONUS and non-foreign locations OCONUS unless the combined cost of the lodging and taxes is less than the lodging portion of the flat-rate per diem. In that case, the total combined cost is reimbursed.

E. Flat-Rate Per Diem not Reducible. The flat rate may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the flat-rate per diem, unless Government quarters and meals are available or the Secretary concerned reduces it to a lower rate.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
If…	**Then…**
TDY is 31-180 days at a single location,	a flat-rate of 75 percent of the per diem allowance is payable for each full day.
TDY is 181 days or more at a single location,	a flat-rate of 55 percent of the per diem allowance is payable for each full day.
the per diem rate changes during the travel period,	the flat-rate per diem is increased or decreased accordingly, unless the fixed rate no longer covers the cost of long-term leased lodging.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
The above rules apply unless…	**Then…**
neither the traveler nor the TMC can find suitable lodging within the reduced rate,	the AO may authorize actual lodging cost not to exceed the locality per diem rate. However, the M&IE rate is still paid at the applicable flat per diem percentage rate.
Government quarters are available or provided or commercial lodgings are provided at no cost to the traveler,	the lodging portion of the flat-rate per diem does not apply.
one or more meals or all meals at no cost or meals available and directed at a Government dining facility,	the GMR, PMR, or incidental expenses only applies and flat-rate per diem is not applicable.
Government quarters and one or two meals in a Government dining facility are available,	the PMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
The above rules apply unless…	**Then…**
Government quarters and all three meals are available in a Government dining facility,	the GMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.
all three meals are provided at Government expense and at no cost to the traveler,	the incidental portion of per diem applies and flat-rate per diem does not.
a travel authorization is later amended and the TDY travel will end 31 (or 181) days or more from the amendment date,	the reduced flat-rate per diem applies beginning on the day after the amendment is issued.
flat-rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days,	dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.
actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
a traveler is assigned additional TDY travel to another location for more than 30 days,	the flat-rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.
no lodging costs are incurred for any reason,	the lodging portion of flat-rate per diem does not apply.
a traveler is staying with friends and relatives,	
a traveler is staying in a home that the traveler owns or is purchasing,	
a traveler is staying in Government quarters, and meals are not available in the dining facility,	actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&IE portion of per diem.
the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&IE were reduced,	the M&IE portion of flat-rate per diem may be waived in advance.*
the reduced flat-rate M&IE is insufficient based on the circumstances of the TDY,	the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize or approve payment of actual expenses for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**

**Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&IE per diem may be authorized through the Secretarial Process may authorize full per diem M&IE for a traveler not located in the CCMD or JTF commander's area of responsibility.*
***Authority may not be delegated below the three-star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests 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 in accordance with the Travel and Transportation Reform Act of 1998. The same authority that authorizes or 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 more than 30 days must be reported to the PDTATAC, Chief.*

F. Advance Authorization for Full M&IE Not Possible. There are times when conditions necessitating full locality M&IE are not known in advance, and advance authorization is not possible. In such cases, the authorization for payment of full M&IE may include approval for payment of the actual expenses for meals and incidentals expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

G. Flat-Rate Per Diem and TDY Days Reduced. A traveler on long-term TDY receiving flat-rate per diem normally makes long-term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the length of the stay. When such an increase occurs, the flat-rate per diem still applies. However, any excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs—the flat-rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense—is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat-rate per diem amount.

H. Required Report to PDTATAC, Chief. All authorized payments of full M&IE for 31 days or more must be reported to the PDTATAC, Chief. The authorizing CCMD or Service must report each occurrence, to include the TDY dates for which the M&IE portion of the locality per diem rate is required, any unclassified site locations, the average cost of M&IE, and the number of personnel affected. Reports go to the PDTATAC, Chief at the mailing address or fax number on the title page of this publication, or at dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

I. M&IE Portion of Flat Rate Per Diem is Exempt. The locations in Table 2-22 are deemed so remote that the traveler has very limited access to a food source for meals. The cost of meals exceeds the meals portion of the flat-rate per diem.

Table 2-22. Locations Exempt from M&IE Portion of Flat-Rate Per Diem

Location	Effective Date	Recertification Date
Wake Island	May 17, 2016	May 18, 2018
Johnston Island	May 17, 2016	May 18, 2018
Midway Island	May 17, 2016	May 18, 2018
Palau (Civic Action Team)	Feb 26, 2016	Feb 26, 2018

020312. Return to Permanent Duty Station (PDS) During Long-Term TDY

Long-term TDY means continuous travel for 31 days or more (other than deployment). For purposes of this provision, the return to the PDS location must be accomplished on non-duty days or during non-duty hours. Any expenses greater than what is allowed are the traveler's responsibility. The return must be either to the PDS location or to the place from which a traveler commute daily to the PDS location. There are two types of returns to the PDS location:

A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.

2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.

3. The AO may authorize or approve lodging retained at the TDY location during the

authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.

Note: Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

B. Voluntary Returns. A TDY traveler may voluntarily return to the PDS or residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods.

1. No per diem or AEA is payable while at the PDS.

2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, *or* what it would have cost had the traveler remained at the TDY location.

3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.

4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.

5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

020313. Tax Impact of TDY Travel on a Civilian Employee

Long-term TDY may impact a civilian employee's taxes when the duration of TDY travel at one location is more than 365 consecutive days. Although the Government may consider this TDY travel, the Internal Revenue Service (IRS) may consider TDY of this duration as permanent and any travel and transportation allowances associated with that TDY as taxable income.

A. TDY Changes. If a TDY is expected to last less than one year, but the expectation changes some time during the TDY so that the TDY is anticipated to last more than one year, then the IRS may treat that TDY as temporary until the date that the expectation changed. Allowances from that date forward at that location become taxable income. Allowances received before the expectation changed are not taxable (see CBCA 2594-TRAV April 13, 2012).

B. Breaks Between TDYs. There must be a 7-month break between TDYs at one location to stop the IRS 365-day clock. When a TDY lasts less than 1 year at one location and the civilian employee returns to the PDS and then returns to the same TDY location for another TDY, allowances for the second TDY may become taxable. The IRS may consider the second TDY a continuation of the first TDY if at least 7 months have not elapsed since the first TDY ended.

C. Income Tax Reimbursement Allowance for Civilians (ITRA). A civilian employee may partially offset the additional Federal, state, and local income tax liabilities that result from official travel through eligibility for an ITRA. The ITRA will not reimburse a civilian employee for the full amount of the tax liability, as it takes into account only income taxes. The ITRA does not compensate for employment taxes (Federal Insurance Contributions Act or Medicare) on these amounts.

D. AOs Must Advise a Civilian Employee. An AO must advise each civilian employee of the potential obligations for additional income tax if a TDY is expected to fall within possible taxable time frames. State tax rules differ by state and locality. The AO should advise each civilian employee to consult a tax expert for guidance on the tax impact on specific situations. Refer to the Federal Travel Regulation, Section 301-11.604, for ITRA details.

F. Agency Liability. An AO must be aware that the Agency may be liable for the Agency portion of employment taxes related to the civilian employee's TDY travel.

020314. Impact of the International Date Line (IDL) on Per Diem

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

Table 2-23. IDL Impact on Per Diem

If…	Then…
crossing the IDL while traveling from West to East,	the traveler gains one day of per diem.
crossing the IDL while traveling from East to West,	the traveler loses one day of per diem.

020315. Other Circumstances Impacting a Traveler's Per Diem

A. Hospitalization. A traveler who is an inpatient is not authorized per diem reimbursements during hospitalization except for specific circumstances. Refer to Chapter 3, Part D for rules regarding inpatient and outpatient treatment.

B. Traveler Dies or Goes Missing While in a TDY Status. A traveler is authorized transportation and per diem through the end of the calendar day of the death. A traveler who is determined to be missing under the Missing Persons Act is authorized per diem through the end of the calendar day on which the traveler was declared missing (44 Comp. Gen. 657 (1965)).

C. Personnel Are Traveling Together and Travel Authorization Directs Limited or No Per Diem Reimbursement. The AO may direct personnel to travel together away from the PDS because the mission requires them to remain together, not just because it saves money. Per diem is not authorized, even at a reduced rate, on travel days when personnel are traveling together; the travel authorization directs limited or no reimbursement; and transportation, food, and lodging expenses are provided without costs to travelers.

1. The AO may authorize occasional meals and lodging when traveling, not at the TDY location.

2. The rules on personnel traveling together begin when a traveler departs the PDS location and end at 2400 on the day that a traveler arrives at the TDY location. Then, it begins again at 0001 on the day that a traveler departs the TDY location and ends when the traveler returns to the PDS location. A civilian employee pays the food cost and operating expenses (surcharge) and is authorized reimbursement only for the food cost.

D. Per Diem Payment During Field Duty. Field duty is a specific status normally associated with

war games and field exercises, and is so directed in the travel authorization. During field duty, the Government provides lodging and meals to the traveler. The lodging may be non-transient barracks or tents, and the meals may be field rations.

1. Per diem is not authorized for a Service member in a field-duty status or for a civilian employee providing noncombatant support, or while accompanying, a military unit that is on designated field duty. However, the senior commander in charge of an exercise, or a designee, may authorize per diem reimbursement if lodging is not available without charge or meals are not available without charge for an enlisted Service member. The Secretary concerned authorizes payment of per diem, including reduced per diem.

2. If a civilian employee pays the discounted GMR for meals consumed in a dining facility while on field duty or for field rations, then the civilian employee may be reimbursed the actual costs incurred. The AO may authorize occasional meals and lodging expenses when needed.

3. The field-duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field-duty status ends.

4. The Secretary concerned may authorize a lower per diem for a Service member on field duty deployed OCONUS away from the PDS. The authorized rate is paid instead of the prescribed per diem rate and may be paid while the Service member is in field duty. The total per diem paid during the entire period is about equal to the per diem that would have been paid for the time not in a field duty status. The Secretary concerned may delegate the authority to a Department headquarters, bureau or staff agency chief, or Naval Systems Headquarters commander with no further delegation. When authorized, the reduced per diem rate is paid regardless of the location OCONUS.

E. Essential Unit Messing (EUM) for Meals. EUM refers to using the Government dining facility as a unit or group, and cannot be applied to an individual traveler. It may be required for operational deployments or training for certain courses, when the Secretary concerned, the Combatant Commander, or the Joint Task Force (JTF) Commander determines that it is essential for accomplishing training and readiness or is necessary for military operations.

1. EUM applies to organizational units, operational elements, operational deployments, or detachments. When EUM has been established, the Government provides meals to a Service member, and the M&IE is reduced to only the applicable incidental expenses. The AO may authorize occasional meals and lodging when necessary.

2. A civilian employee, when in EUM and in a training status, may receive the discount GMR. The civilian employee in EUM while supporting an operational deployment or contingency operation receives the incidental expenses portion of per diem and the discount GMR.

3. The rules on paying per diem for meals during EUM begin at 0001 on the day after arrival or the first full EUM day and end at 2400 on the day before EUM ends.

F. Per Diem While Aboard a Government Ship. Per diem for the arrival day on board and departure day are based on the port rates. Per diem is not authorized on the days of arrival and departure from the ship, if the port is the traveler's PDS and meals are furnished with or without charge. The traveler is not charged lodging costs on a Government ship. Normally, a TDY traveler aboard a ship is provided meals without charge, making the traveler ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.

1. If a civilian employee pays for meals aboard a Government ship, the current GMR is paid for each meal, unless the AO authorizes a different special rate. If the GMR is payable, reimbursement commences at 0001 on the day after arrival and terminates at 2400 on the day before the time aboard the ship ends.

2. If a civilian employee performs TDY ashore and is authorized to procure lodging and meals at personal expense, then the civilian employee may be reimbursed up to the maximum locality per diem rate.

3. If a traveler must retain lodging at the same or prior TDY location, then the actual daily lodging cost is paid, not to exceed the locality lodging per diem ceiling for the TDY location ashore.

G. Per Diem for TDY on a Foreign (Non-Government) Ship or TDY on a Ship Constructed by a Commercial Contractor (Acceptance Trials Before Commissioning). A Service member is not authorized per diem when the Government furnishes both quarters and all meals without charge.

1. If a Service member is required to retain lodging at the same or prior TDY location, then dual lodging is authorized in accordance with JTR rules.

2. The rules on paying per diem on a foreign ship, or a ship constructed by a commercial contractor, begins at 0001 on the day after arrival and ends at 2400 on the day before the status ends.

H. Per Diem While Traveling on a Commercial Ship—Travel of 24 or More Hours (Excludes Oceangoing Ferry). Per diem is based on the port's location for the arrival and departure days. A traveler is not authorized reimbursement for meals if they are furnished without charge or included as part of the accommodations.

1. A traveler is authorized reimbursement for meals equal to the furnished meal cost and the AO must set the meals portion of per diem equal to the anticipated expenses and indicate the circumstances warranting the rate.

2. If the AO establishes a per diem rate payable for travel of 24 or more hours on a commercial ship, the per diem commences at 0001 on the day after arrival and terminates at 2400 on the day before the status ends.

I. TDY In Connection with Fitting-out or Conversion of a Ship or Service Craft. Per diem is authorized for a Service member during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service, and the day the ship is decommissioned or service craft is placed out of service. Per diem ends on the day the Service member's assignment is changed from either of the following:

1. TDY in connection with fitting-out or conversion of a ship or service craft to permanent duty aboard that ship or service craft.

2. Permanent duty aboard the ship in connection with ship decommissioning or placement of the service craft out of service changes, even if that status change takes place before the ship commissioning or decommissioning or before the date the service craft is placed in or out of service.

J. Per Diem While Traveling on a Car Ferry. If lodging on the car ferry is not required, then the M&IE while on the ferry is the rate applicable to traveler's location at 2400 on the day departing the ferry. If lodging is required, then:

1. Reimbursement for required accommodations is authorized unless included in the ferry transportation cost.

2. The daily per diem rate for the arrival day on the ferry through the day before the departure day from the ferry is equal to the highest CONUS M&IE rate.

3. On the departure day from the ferry, the M&IE rate is the rate applicable to the traveler's location at 2400 on that day.

K. Per Diem Not Allowed During Permissive TDY. Permissive TDY is TDY at no cost to the Government. See DoDFMR, Vol. 9 for more information.

L. Per Diem When Lodging and Meals Procured Under Contract. A contracting officer may contract for rooms and or meals for a traveler on TDY, or a group of travelers. The total daily amount the Government pays for a traveler's lodging and M&IE is limited to the applicable locality per diem rate for the location concerned or the authorized or approved AEA limit. When lodging and meals are contracted, reimbursement is limited to the incidental expense portion of per diem and is not authorized for other items or services paid for by a traveler.

M. Per Diem When Delaying Return Travel to Use Reduced Travel Fares. When the traveler elects to stay at a TDY location longer than required by the assignment to qualify for reduced transportation fares and the AO authorizes or approves the action, per diem or AEA for the additional time may be paid if both of the following conditions are met:

1. The delay does not extend the TDY time beyond the time when the traveler is required to be back at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

2. The delay does not exceed the cost of travel as originally planned.

N. Travel on a Non-workday to a Location Other than the PDS. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. See par. 033301 for effect of leave or administrative absence on per diem.

O. Allowances When a TDY Is Abandoned. When a civilian employee abandons a TDY for personal reasons acceptable to the AO, either before reporting to the TDY location or before the assignment is complete, then only travel and transportation allowances to the abandonment point are allowed. If the personal reasons are unacceptable to the AO, then no travel and transportation allowances are authorized. Costs to return to the PDS are the civilian employee's responsibility unless the civilian employee completed the TDY.

P. Brief Stay in the PDS Vicinity during a TDY.

1. A civilian employee traveling between TDY locations who has to stop at the PDS airport in connection with the transportation and remain overnight at a hotel instead of going home or going to the workplace may be eligible for travel allowances. The stay at the PDS vicinity is due to circumstances beyond the traveler's control and not for the traveler's convenience (GSBCA 16144-TRAV, November 14, 2003).

2. Per diem must be paid as specified in Section 0203, "Per Diem Allowance and Other Computation Rules."

Q. TDY Location Becomes PDS.

1. Service Member. When a Service member is on TDY and receives a PCS order that makes the TDY location the Service member's new PDS, the impact on travel allowances is as follows (for travel to the new PDS, see Chapter 5):

a. If the change is effective immediately, per diem at the TDY location stops effective on the day the Service member receives the PCS order.

b. If the change is effective on a specified future date, per diem continues for the TDY involved and the return to the old PDS.

2. Civilian Employee

a. Whenever possible, coordinate the civilian employee's TDY with the notice about a change to the PDS so that the civilian employee has time to return to the old PDS from the TDY location. This allows the civilian employee time to arrange for a residence sale, dependent and household goods (HHG) transportation, and travel to the new PDS in time to report for duty on the PCS effective date.

b. Payment of per diem stops on the date the civilian employee receives notice that the TDY location becomes the PDS, unless he or she is performing a TDY at the new PDS before the transfer is effective. In such case, per diem is paid and the TDY is terminated by a return to the old PDS, where the civilian employee performs substantial duty.

(1) The civilian employee is authorized PCS allowances if the transfer is in the Government's interest. See Chapter 5 for PCS allowances.

(2) If the PDS change is effective at some specific future date, and the civilian employee completes the TDY and returns to the old PDS before the PCS effective date, then return transportation and en route per diem are at TDY rates under the TDY order. The civilian employee and dependents are then eligible for PCS transportation and per diem from the old PDS to the new PDS under the PCS order. See Chapter 5 for PCS allowances.

(3) If the PDS change is effective immediately, or if the civilian employee completes the TDY and returns to the old PDS after the effective date of the PCS orders, then transportation and per diem from the TDY location to the old PDS are at the PCS transportation and per diem rates under the PCS order. The civilian employee and dependents are then eligible for PCS travel from the old PDS to the new PDS, also under the PCS order. See Chapter 5 for PCS allowances.

(4) When the civilian employee returns to the old PDS from the TDY location that becomes the new PDS, no per diem is payable at the old PDS, regardless of whether the return is before or after the effective date of the PCS order.

R. Return to PDS Directed During Non-Workdays. The AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met:

1. Expense for round-trip transportation and per diem or AEA en route is less than the per diem or AEA that would have been paid had the traveler remained at the TDY location.

2. The last workday at the TDY location before returning to the PDS is not adversely affected.

3. The first workday at the TDY location after return from the PDS is not adversely affected.

4. The travel authorization states the traveler must return to the PDS for non-workdays.

S. Navigational Proficiency Flights. A Service member is not authorized per diem for a navigational proficiency flight when the flight is authorized or approved at the Service member's request.

0204 MISCELLANEOUS REIMBURSABLE EXPENSES

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
1. Late payment fee on the Government Travel Charge Card (GTCC), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with DoDI 5154.31, Vol. 4).
2. Expedited delivery charges for the GTCC—when the AO authorizes or approves.
3. An international transaction fee of up to 1 percent for qualifying transactions charged by the GTCC provider, as listed on the billing statement, or a personal charge card if the Service member is exempt from using the GTCC.
4. A merchant surcharge of up to 4 percent on the GTCC, or a personal charge card if the Service member is exempt from using the GTCC.
5. Storage of baggage or property used on official business—when the AO authorizes or approves. The necessity must be explained in writing.
6. Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.
7. Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.
8. The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.
9. Guide services—when the AO authorizes or approves.
10. Interpreter services—when the AO authorizes or approves.
11. For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air... Check the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries, https://www.fcg.pentagon.mil/fcg.cfm.
12. Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.
13. The AO may authorize or approve reimbursement for the following costs related to military working dogs: Transportation cost of a military working dog, whether included in the handler's fare or when billed separately to transport the dog as cargo. Kennel-handling fees at the air terminal for military working dogs. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. Cleaning fees for a rental vehicle when transporting a military working dog.
14. A baggage transfer fee may be authorized or approved limited to the customary local rate for inter model transfers between authorized transportation modes. The necessity for the transfer must be explained in writing.
15. A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government's advantage. The civilian employee's PDS must not be the state where he or she is on TDY.
16. The cost of a value added tax relief certificate used to avoid paying lodging taxes.
17. Energy surcharge fees.
18. Driver (vehicle services)—when the AO authorizes or approves.

0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

020501. Shipment of HHG by a Service Member

A. Eligibility. A Service member who is on TDY for 31 or more days may be eligible for travel allowances to ship HHG.

B. Allowances. Service members must comply with the limitations on weight and transportation for shipping HHG.

1. TDY Weight Allowances

a. The AO may authorize or approve shipment of HHG up to the weight allowance in Table 2-25 designated for the Service member's grade. In addition to the HHG weights authorized in Table 2-25, the AO may also authorize shipment of professional books, papers and equipment as specified in par. 5268 and required medical equipment as specified in par. 5192.

(1) The Service member's grade on the day travel begins determines which weight allowance is allowed. If the travel authorization is amended, modified, canceled, or revoked, HHG must be transported to the proper destination at Government expense (see par. 5208).

(2) On a case-by-case basis, the Secretary concerned may authorize a higher TDY HHG weight allowance, up to 1,000 pounds, for a Service member below grade O-7. The higher weight allowance may be authorized when failure to increase the TDY weight allowance would create a significant hardship for Service member.

(a) The TDY HHG shipment is in addition to, and does not include the weight of, any authorized unaccompanied baggage or any accompanied baggage included on a passenger transportation ticket.

(b) The weight of the TDY HHG is the actual unpacked and uncrated weight. The Transportation Officer should establish this weight before packing if possible. For details on determining the net shipping weight of HHG, see pars. 5202, 5204, and 5206.

(c) When a Service member is ordered from a TDY location to a new PDS, or when a TDY location becomes the new PDS, the weight of the TDY HHG shipment allowed is in addition to any weight allowance for PCS HHG shipments.

Table 2-25. TDY HHG Weight Allowance (Pounds)	
Grade Includes an RC member and an Army or Air Force officer holding a temporary commission	**Weight Allowance**
Officer Personnel	
O-10	2,000*
O-9	1,500
O-8 and O-7	1,000
O-6, O-5, O-4, W-5, and W-4	800
O-3, O-2, O-1, W-3, W-2, and W-1	600
Enlisted Personnel	
E-9	600**
E-8	500
E-7 to E-1, and Aviation Cadet	400
Service Academy Cadet or Midshipman	350

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

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

2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in par. 5200-B, may be shipped, in addition to the authorized or approved TDY shipment of HHG in Table 2-25. Circumstances and locations warranting the addition of the PCS HHG weight allowance to the TDY HHG shipment are the following:

(1) A PCS with TDY en route (see par. 5284-A).

(2) Orders directing a TDY with no return to the PDS, or directing the TDY pending further assignment. If the Service member is required to vacate Government quarters, then HHG may be either packed and moved from the Government quarters to private sector housing in the old PDS vicinity, or placed in non-temporary storage (NTS) under par. 020503.

(3) When a travel authorization for a TDY does not specify the duration and Section 0312, "Indeterminate TDY (ITDY)" applies.

(4) TDY performed under an order pending a PCS to a PDS OCONUS. HHG may be shipped to any combination of the following locations:

(a) PDS OCONUS.

(b) Any location in the CONUS that the Service member specifies.

(c) An NTS location (see par. 020503).

b. For a TDY under an order pending a PCS assignment to a ship, the following apply:

(1) Other than a PCS assignment to a ship described as "unusually arduous sea duty" or considered as possible or likely to be at sea for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. HHG may be transported to a combination of the following:

(a) The ship's home port.

(b) From Government quarters to private sector housing in the old PDS vicinity if required to vacate Government quarters.

(c) NTS identified in par. 020503.

(2) When a PCS assignment is described as "unusually arduous sea duty" or considered as possible or likely to be at sea continuously for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. The designation of a ship, unit, or afloat staff as "unusually arduous sea duty" must be specified in writing through the Secretarial Process. HHG may be transported to any combination of the following:

(a) The duty station OCONUS.

(b) Any location in the CONUS the Service member specifies.

(c) NTS identified in par. 020503.

c. A Service member on a TDY order in connection with building, fitting out, converting, or reactivating a ship is authorized PCS HHG weight allowances as specified in par. 5200-B if the TDY order directs duty on board when the ship is commissioned. The destination options for where to transport HHG depend on whether the sea duty is unusually arduous. If the sea duty:

(1) Is not specified as "unusually arduous," then HHG may be transported to a combination of the ship's home port and NTS under par. 020503.

(2) Is specified as "unusually arduous" or considered as possible or likely to be at sea continuously for a year or longer, then HHG may be transported to a combination of any location in the CONUS the Service member specifies and NTS under par. 020503.

3. Transportation

a. The transportation methods in par. 5210 apply.

b. A Service member on a TDY order may ship HHG anywhere if the origin is the TDY location or from anywhere if the destination is the TDY location. However, the reimbursement is limited to what it would have cost to ship the HHG between these authorized points:

(1) From the PDS—or home or PLEAD for an RC member—to the TDY location.

(2) TDY location to TDY location.

(3) From the last TDY location to the old or new PDS (see par. 5320 for a Service member released or separated from active duty from the TDY location). If the TDY is pursuant to an order directing no return to the PDS, pending further assignment, indeterminate TDY, or in connection with a PCS, refer to pars. 020501-B2a(1), 020501-B2a (2), and 020501-B2a (3), "Shipment of HHG by a Service Member: Allowances," for locations between which shipment is authorized.

c. HHG not authorized or approved for transportation, or not within the Service member's TDY weight allowance must not be transported with authorized HHG. The Service member must arrange separate transportation of such articles at personal expense. If a HHG shipment at Government expense is discovered to include unauthorized articles, then the Service member is financially responsible for reimbursing the Government all costs expended to transport the unauthorized articles. If the cost of the articles improperly transported cannot be established, see par. 5206.

d. Service regulations may restrict the type of HHG shipped to a TDY location based on unusual circumstances, such as local customs, laws, or military necessity of the mission. Any restrictions or limits on the content of the HHG authorized for shipment must be stated on the travel authorization.

C. Lost or Destroyed HHG.

1. When an original HHG shipped while on TDY is destroyed or lost during transport, through no fault of the Service member, a replacement shipment within the authorized weight allowance may be made at Government expense (68 Comp. Gen. 143 (1988)).

2. A designated Service representative may authorize or approve forwarding an authorized HHG shipment while on TDY to the proper destination when, through no fault of the Service member, the HHG shipment is misdirected or otherwise separated from the Service member.

020502. Storage in Transit and Special Storage of HHG by a Service Member

HHG storage for a Service member may be authorized as either "storage in transit" (SIT) or "special storage."

A. Storage in Transit (SIT) Eligibility. A Service-designated official may authorize or approve SIT as necessary for reasons beyond the Service member's control if the Service member is either on a PCS with a TDY or deployment en route or is on a TDY or deployment for 90 days or less.

B. SIT Allowances. The Service member's HHG, up to the TDY weight allowance, may be placed in SIT.

Note: See Chapter 5 when HHG are in SIT and the Service member is on a PCS with deployment or TDY for 91 or more days, or for an indefinite period.

C. Special Storage Eligibility.

1. Active-duty Service Member. The Secretarial Process may authorize or approve special storage when a Service member is on a TDY or deployment for 91 or more days, or an indefinite period, and no PCS is involved.

2. RC Member. The Secretarial Process may authorize or approve special storage for an RC member who is called or ordered to active duty under emergency or extenuating circumstances for reasons other than training and who is ordered to a TDY for any length of time or to a deployment.

D. Special Storage Allowances. The Service member's HHG, up to the PCS weight allowance, may be placed in special storage when authorized or approved. Storage costs include shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into or remove them from a storage facility. See Chapter 5 for storage facility selection. Special storage cannot be authorized or approved for a Service member who is authorized a "home of selection" allowance and has HHG in NTS when recalled to active duty.

E. Storage after TDY or Deployment. HHG storage may continue for up to 90 days after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

020503. NTS by a Service Member

A. NTS Eligibility. NTS is authorized only when a Service member is ordered on a PCS with TDY en route or while on a TDY in the situations listed in Table 2-26.

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

Table 2-26. NTS While on a TDY

If…	Then the last day of storage is…
the TDY is without a return to the PDS or is pending further assignment,*	the departure day from the TDY location when an order assigns a new PDS.
the TDY is an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
the TDY is pending an assignment OCONUS or to a ship,*	the departure day from the last TDY location before proceeding to a location OCONUS or to the assigned ship.
the TDY is in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.

For more information about the above situations, refer to par. 020501-B2 and Section 0312**.*

020504. Removal of HHG from Storage by a Service Member

A. Delivery out of Storage. Delivery of HHG out of storage is authorized at Government expense as long as the travel authorization and the transportation allowances are valid, regardless of the

length of time in storage. This includes shipments that have been converted to storage at the Service member's expense.

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 5296. HHG stored as specified in par. 5242 or under one of the following conditions may be transported to any subsequent PDS:

1. A TDY order that is without return to a PDS or pending further assignment.

2. A TDY order pending assignment to a location OCONUS or to a ship.

3. An ITDY order.

020505. Shipment of HHG by a Civilian Employee on TDY

A. Eligibility. A civilian employee on TDY for 31 days or more may be authorized or approved unaccompanied baggage. No other HHG shipment is authorized in connection with a long-term assignment treated as a TDY.

Note: For a civilian employee on a TDY lasting between 6 months and 30 months that is treated as a temporary change of station, see Chapter 5.

B. Allowance. The unaccompanied baggage weight limit is 350 pounds. Unaccompanied baggage is limited to additional clothing, personal effects, and equipment directly related to the mission, locality, or unusual conditions of the TDY. No authorization exists for excess accompanied baggage when unaccompanied baggage is authorized.

0206 TRAVEL IN AND AROUND THE PDS

The DoD installation, base, or senior commanders must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies (59 Comp. Gen. 397 (1980)). If the activity does not have a senior commander or is not located on a military installation, then the senior official determines the local area for that PDS location. The "local area" is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

020601. TDY within the PDS Local Area but outside the PDS Limits

A. Eligibility. A Service member or civilian employee who requires overnight lodging in the PDS area to perform a TDY in the vicinity of, but outside the PDS limits may be eligible for travel allowances.

B. Allowances.

1. Transportation. The AO may authorize the transportation selected in accordance with par. 020203 and reimbursement of the transportation expenses as specified in Chapter 2.

2. Per Diem

a. The AO may authorize per diem if the travel period is more than 12 consecutive hours and overnight lodging is required.

b. Per diem is not authorized for a TDY performed outside the PDS limits even if it is in the vicinity of the PDS, unless overnight lodging is required.

020602. TDY within the PDS Limits under Emergency Circumstances

A. Eligibility.

1. A traveler delayed in the PDS vicinity because of unavoidable weather-related circumstances beyond the traveler's control, such as a hurricane or snow storm, that cause a transportation delay after returning from a TDY may be eligible for travel allowances (CBCA 2371-TRAV, May 18, 2011).

2. Competent authority may authorize travel and transportation allowances for a Service member who performs duty under all of the following circumstances:

a. During emergencies that threaten injury to human life or damage to Federal Government property.

b. At a location within the PDS limits.

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

d. At overnight accommodations used for duty .

B. Allowances

1. Refer to Section 0202 for transportation allowances.

2. Per diem is payable in connection with eligible transportation delays at the PDS (CBCA 2371-TRAV, May 18, 2011) in accordance with par. 020310.

020603. Travel within the PDS Local Area

Refer to par. 020315 for stops at the PDS airport between TDY locations.

A. Eligibility. Service member or civilian employee who travels in the local area of the PDS on official business may be eligible for the travel allowances.

B. Allowances

1. Transportation

a. The AO may authorize or approve reimbursement for transportation expenses incurred in the PDS area for travel during official duty hours:

(1) Between either the office or duty point and another place of business.

(2) Between places of business.

(3) Between the residence and place of business other than the office or duty point.

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace. Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

(1) Local public transit when tokens, tickets, or cash fares are not provided.

(2) Taxi fares.

(3) Hire and operation of a rental vehicle, including necessary parking fees.

c. Travel by a POV may not be directed, but may be permitted. Reimbursements are made only to the traveler responsible for the POV's operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV's operating expenses. When a POV is authorized or approved, reimbursement is for:

(1) Mileage based on the vehicle's odometer readings.

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance.

(b) If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler's ordinary transportation cost to get to work and back to the residence.

(2) Actual cost for parking fees; ferry fares; and bridge, road, and tunnel tolls, as well as for mandatory trip insurance for travel in foreign countries.

d. If a POV and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, the traveler is reimbursed all of the following:

(1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(2) The POV's parking fees.

(3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

e. A Service member who visits a medical facility in the local area may receive a transportation allowance.

(1) A Service member who is *ordered* to travel to a medical facility in the local area to obtain a physical examination, a medical diagnosis, or medical treatment is on official business and must be reimbursed for transportation when Government transportation is not provided. Reimbursement is authorized for transportation for additional appointments to complete a required physical examination.

(2) A Service member who *voluntarily* travels to a medical facility to obtain a medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

f. A civilian employee may have to pay taxes on reimbursements received for local travel.

(1) Reimbursement of local travel to and from the civilian employee's residence and the alternate work location is taxable as wages when the civilian employee is both:

(a) Expected to work at a temporary or alternate location for more than one year and for more than 35 workdays in a calendar year.

(b) Traveling daily between the residence and a temporary or alternate work location within the general commuting area and to and from the residence within a day.

(2) If there is an expectation that the civilian employee will work at a temporary or alternate location for more than 35 workdays in a calendar year, the AO must advise the civilian employee of the potential Federal, state, and local income tax obligations. Tax rules may differ by state and locality.

(3) The ITRA outlined in par. 020313 does not apply to local travel.

2. Per Diem. Per diem allowances are listed in Table 2-27.

Table 2-27. Per Diem within the Local Area

Per Diem is Authorized…	Per Diem is Unauthorized…
For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, August 30, 1967). For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see DoDFMR Vol. 7A, "Military Pay Policy-Active Duty and Reserve Pay").	For a Service member who travels or has a TDY within the PDS limits. For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009). At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. For a Service member hospitalized at the PDS.

3. Occasional Meals and Lodging. Occasional meals and lodging are authorized as specified in par. 020305 for a Service member who escorts:

a. An entire Arms Control Inspection team within the PDS limits.

b. One or more members of an Arms Control Inspection team engaged in activities within the PDS limits that relate to the implementation of an arms-control treaty or agreement during the in-country period referred to in the treaty or agreement (37 U.S.C. § 494).

020604. Taxi Use Incident to Authorized Work outside Regularly Scheduled Working Hours

A. Eligibility. A Service member or civilian employee, who depends on public transportation for travel, is eligible for travel allowances if officially authorized to work outside of regular working hours and is traveling during hours of infrequently scheduled public transportation or darkness.

B. Allowances. The official who authorized duty outside the regular working hours or the traveler's supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations (58 Comp. Gen. 188 (1978); B-171969.42, January 9, 1976; B-202836, November 19, 1981; and B-307918, December 20, 2006).

020605. Recruiting Expense Reimbursement

A. Eligibility. An Armed Forces member who is permanently assigned to a recruiting organization and performing recruiting duty as either a primary or additional duty is eligible for reimbursement of specific costs involved in the performance of official duty.

B. Allowances. A recruiter is authorized a reimbursement limited to $75 per month unless an exceptional monthly expense justifies exceeding this threshold for the 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 in 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.

6. Personally procured and consumed meals at non-Government events when the following conditions apply:

a. A meal is integral to the event and the recruiter is required to participate because of his or her assigned duty.

b. Attendance during meal time is required to fully participate in the function.

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential purpose.

7. Reimbursement is not authorized for:

a. Expenses covered or prohibited by other Service regulations or elsewhere in the JTR.

b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiter-Related Parking Expenses

A. Eligibility. A DoD Service member or a civilian employee who incurs parking expenses while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving as a recruiter for the Armed Forces.

2. Assigned to an Armed Forces military entrance processing facility.

3. Detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located.

B. Allowances. The traveler is authorized reimbursement for the portion of the monthly parking expenses that exceeds $25. This reimbursement is limited to $200 in any month.

1. The reimbursement covers all expenses for parking a POV at the PDS work site or TDY location.

2. The statutory authority for reimbursement of parking expenses does not include any parking that is contracted in advance.

CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301 Routine Temporary Duty (TDY)

030101. Common Business Travel

A. Eligibility. A Service member or civilian employee may be eligible for travel allowances on a routine TDY when:

1. Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.

2. Providing technical assistance.

3. Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.

4. Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business (56 Comp. Gen. 661 (1977)).

5. The Component head or designee determines that circumstances justify sending an official representative to a funeral.

6. The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

B. Allowances. A traveler on routine TDY ordinarily receives the transportation and per diem allowances specified in Chapter 2. However, depending on the reason for travel, who travels, and other circumstances, other computation rules may apply and impact the amount that a traveler is reimbursed. The AO must verify that the traveler does not meet the conditions addressed elsewhere in Chapter 3.

030102. TDY Before Reporting to the First Permanent Duty Station (PDS)

If a new civilian employee or appointee is required to perform TDY before reporting to the first PDS, then he or she is authorized the standard travel and transportation allowances specified in Chapter 2.

0302 Conferences (Not for Training)

Refer to Section 0321, “Conferences for Training,” for allowances available to a traveler who attends a conference for training purposes.

030201. Conference Attendance and Participation

A. Eligibility. A traveler may be authorized to attend a conference or meeting that contributes to improved conduct, supervision, or management of a Uniformed Service's or Department of Defense (DoD) Component's functions and activities (5 U.S.C. § 4110 and 37 U.S.C. § 455). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized (38 Comp. Gen. 800 (1959)).

1. Government-Sponsored Conferences. Attendance at Government expense may be authorized when the traveler's attendance at a conference is required or related to executing official duties, for conducting Government business. This includes:

a. Conferences sponsored or co-sponsored by a Federal Agency.

b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating.

c. Conferences of a group of individuals representing private interests, but convened for one of the purposes referenced above.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with DoD 5500.7-R, "Joint Ethics Regulation (JER)," which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs; present scientific and technical papers that advance the development of U.S. resources; and maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

b. An appropriate security officer at the traveler's activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Service members and civilian employees who attend such meetings must be briefed about security implications, when necessary, before attendance.

B. Allowances.

1. Conference registration fees authorized in the travel authorization or approved on a travel claim voucher are reimbursable. The travel authorization should state:

a. Whether or not the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see Chapter 2).

b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality

meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler receives the incidental expenses portion of per diem only.

2. Identify the cost of each meal, whether included in a conference registration fee or contracted separately, at a Service- or DoD Component-sponsored conference or meeting. The total amount paid by the Government for meals, limited to the locality meal rate prescribed for the TDY location if travel is involved, or the meeting location when travel is not involved, unless actual expense allowance (AEA) reimbursement for the meals is authorized or approved by the AO. When travel is involved, the maximum contracted amount for one or two meals is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement.

1. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS and does not involve travel or per diem, and for which a travel authorization is not issued.

2. Charges or fees for light refreshments or snacks are reimbursable *only* when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

Note: Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per 37 U.S.C. §474. Authority to pay related training costs at the PDS is in 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469.

3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation (FTR) §301–74.25) is a common practice when conference planners offer discounted "early bird" registration fees, which are available in the months before the conference begins. If an individually billed Government Travel Charge Card (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). When a traveler cannot attend an event for which a discounted conference registration fee was paid and then is reimbursed before the event, the traveler must seek a refund of the fee and repay the Government for the advance with any refund received.

1. If no refund is made, then the Service or DoD Component concerned must absorb the advanced payment cost as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service or DoD Component concerned or for a reason beyond the traveler's control that is acceptable to the Service or DoD Component concerned, such as an unforeseen illness or emergency.

2. If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason unacceptable to the Service or DoD Component concerned, the traveler must repay the amount advanced.

0303 Reserve Component (RC) Travel (Other Than Training)

"Reserve Component" (RC) refers to the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Army National Guard of the United States, the Air Force Reserve, the Air National Guard of the United States, the Coast Guard Reserve, and the Reserve Corps of the Public Health Service (37 U.S.C. §101).

030301. RC Member Performing Active Duty with Pay Who Commutes

A. Eligibility. An RC member on an official order who travels daily between the duty location and either the primary residence or place from which entered (or called) to active duty (PLEAD) may be eligible for travel allowances (see par. 032301).

B. Allowances. The allowances for an RC member who commutes are specified in Table 3-1. In such circumstances, the commuting RC member may begin travel from a location other than the primary residence.

Table 3-1. RC Member Commutes

If…	Then…
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: ● Primary residence. ● Place of assigned unit. ● Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
the AO or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206, "Travel in and around the PDS," and the duty involved permits commuting,	
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with Section 0206, "Travel in and around the PDS," the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member's commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.

the commuter travels locally at the active-duty location,	see Chapter 2 for local travel.

030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. Eligibility. An RC member on official orders who does not commute daily, but travels between the duty location and the primary residence or PLEAD, which are outside the local area of the duty location, may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances.

1. 180 or Fewer Days at Any One Location (with No Break in Service)

The standard travel and transportation allowances specified in Chapter 2 for TDY are payable.

a. If the RC member begins travel from a PLEAD other than the primary residence, then transportation allowances are authorized from the PLEAD to the duty location, and return to the PLEAD or primary residence. However, the reimbursement is limited to what it would have cost for transportation had the traveler only traveled between the RC member's primary residence and duty location.

b. When the original duty period is extended due to unforeseen circumstances, standard travel and transportation allowances continue for the entire period as long as the days remaining on the existing order, plus the number of days added by the extension, total 180 or fewer days.

2. 181 or More Days at Any One Location (with No Break in Service) When the RC Member Does Not Commute

a. An assignment that lasts for 181 or more days at one location becomes a PCS (see Chapter 5). Per diem is not payable at the PCS location.

b. When an original order is amended to extend the TDY to 181 or more days, the TDY location becomes a PDS. Travel and transportation allowances are not payable beginning from the day of the amended order.

c. The standard travel and transportation allowances specified in Chapter 2 may be authorized when the Secretarial Process determines that the call to active duty or an extension is required by any of the following:

(1) Unusual circumstances.

(2) Emergency circumstances.

(3) Contingency operations.

(4) Exigencies of the Service concerned.

C. Muster Duty. A Service member on Muster Duty earns pay for the assignment, but is not authorized travel and transportation allowances (see the DoDFMR, Vol. 7A, par. 580205.A).

030303. RC Member Performing Active Duty without Pay

A. Eligibility. An RC member who is not a dual-status military technician and is performing active duty without pay for any reason other than training may be eligible for travel allowances.

B. Allowances. An RC member performing active duty without pay may be authorized or approved reimbursement for:

1. Mileage at the authorized automobile or motorcycle mileage rate for travel to and from the duty station, including travel required in connection with a qualifying physical examination or conditions precedent to the duty involved.

2. Occasional meals or occasional lodging (see par. 020305).

C. Reimbursement. Travelers are not authorized per diem and AEA at the PDS (44 Comp. Gen. 615 (1965); 46 Comp. Gen. 319 (1966)).

030304. Dual-Status Military Technician Performing Active Duty without Pay

A. Eligibility. A dual-status military technician (10 U.S.C. §10216) on leave from technical employment and performing active duty without pay (5 U.S.C. §6323(d)) outside the United States may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances. A dual-status military technician can be authorized per diem through the Secretarial Process.

0304 Retired Service Member Recalled to Active Duty

This section does not apply to a Service member traveling in connection with a periodic physical examination (see Chapter 3, Part D).

030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)

A. Eligibility. A retired Service member receiving retainer pay who is called or ordered to active duty, on the Temporary Disability Retired List, in the Fleet Reserve, or in the Fleet Marine Corps Reserve is eligible for travel allowances.

B. Allowances. An eligible retired Service member is authorized the same travel and transportation allowances that an RC member on active duty with pay would receive (see Chapter 2).

0305 Invitation to Travel

Invitational travel authorizations (ITA), see Appendix A1, should be issued judiciously to ensure prudent use of Government funds. A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives. A sample ITA is contained in Appendix X.

030501. Invitational Travel Allowances

A. Eligibility. A traveler on invitational travel must be serving without compensation or for $1 a year, or be a volunteer covered by 10 U.S.C. §1588. The person cannot be employed by the Government or employed by the Government as an expert or consultant more than intermittently, paid on a daily basis when actually employed under 5 U.S.C. §5703, nor be a contractor's employee traveling in the performance of the contract (see Appendix X). An AO may authorize invitational travel using an ITA when:

1. 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.

2. An individual is requested to lecture, instruct, or give a demonstration at an activity held in connection with a DoD operation or program.

3. An individual, alone or as part of a group, confers on an official DoD matter with DoD officials and 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)).

4. An individual is a sponsor, or is in a similar official capacity, or participates in a ceremony directly related to a DoD Component's interest.

Note: Simple attendance at a ceremony does not allow travel under an ITA except as provided for funeral travel (see Section 0320, "Travel in the Event of Death").

5. An individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority.

6. An individual performs a direct service for the Government, consistent with 10 U.S.C. §1588; (5 U.S.C. §5701(2); 5 U.S.C. §5703; App A1; 55 Comp. Gen. 750 (1976)).

7. An auxiliary chaplain is intermittently employed by the Government to provide religious services or emergency ministrations.

8. An individual who is not a Service member or civilian employee and travels as an attendant or escort.

9. Travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

10. A spouse is authorized to travel.

a. A spouse of a Service member or civilian employee is traveling for a representational purpose that is not mission essential. The spouse's invitational travel must meet all of the following applicable conditions:

(1) The AO determines that a spouse may travel with the sponsor, at Government expense, when the spouse's presence would further the interests 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 an official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

(b) Attend a function—with or without the DoD sponsor—attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in an official capacity.

(c) Attend a function—with or without the DoD sponsor—where a substantial number 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.

b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role. Individuals on invitational travel for this reason are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees.

c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in DoD Directive (DoDD) 4500.56, "DoD Policy on the Use of Government Aircraft and Air Travel," may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, "DoD Policy on the Use of Government Aircraft and Air Travel" and DoD Instruction 4515.13, "Air Transportation Eligibility." This authority does not constitute blanket approval authority.

d. The AO for all other spousal travel under item 030501.A10 is one of the following:

(1) Office of the Secretary of Defense Executive Secretary for Special Airlift Missions and Operational Support Airlifts for requests from the Office of the Secretary of Defense, the DoD Agencies, and outside the DoD.

(2) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff.

(3) CCDR or designees for requests from a Service member and a civilian 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. Major Commands are those ordinarily commanded by four-star General Officers or Flag Officers.

(4) Secretary of a Military Department, or designees, for requests from a staff member.

(5) Service Chief or designees for requests from a Service member or civilian 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.

B. Allowances.

1. Unless otherwise stated below, individuals on invitational travel are authorized the standard travel and transportation allowances specified in Chapter 2 for civilian employees, except as identified in par. 030501-A. An ITA provides for travel and transportation of an individual from the place of business or traveler's home to the place at which that individual's services are required, and return to the origin.

2. For spousal travel under par. 030501.A10, the allowance is for Government-funded transportation only.

a. The travel authorization 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.*"

b. Approval authorities must maintain records of all approved requests for spousal travel that, at a minimum, detail all of the following:

(1) The spouse's name.

(2) Dates and purpose of travel.

(3) Any other information that supports justification of the approval.

c. Authorization or approval of spousal travel for official purposes requires the exercise of good judgment in application. AOs must be mindful of the need to withstand public scrutiny and avoid the appearance that spousal travel is being abused.

C. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or civilian employee traveling on non-appropriated fund business.

2. Transportation of the dependent of an individual traveling on an ITA.

3. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.

4. A Service member or civilian employee unless the individual is:

a. Retired. This may include retired military personnel from foreign countries.

b. Authorized pre-employment interview travel under Section 0306 and the Service member or civilian employee is in a leave status during such travel (B-219046, September 29, 1986).

c. Traveling as a non-medical attendant and included on an ITA issued to a patient.

5. Contractors (see Appendix X).

6. Foreign military personnel.

030502. Consultants and Experts

A. Eligibility.

1. A consultant or expert who is in an employment status with or without compensation is eligible for travel expenses and allowances while traveling on an ITA (5 U.S.C. §5703).

2. A consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period are eligible for travel expenses and allowances.

B. Allowances. Consultants or experts may receive the following allowances when the AO determines it is in the Government's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for a privately owned vehicle (POV), as specified in Chapter 2, used for official travel between the traveler's home or place of business and the place of TDY outside of that area.

2. Transportation expenses for local travel—when all official travel is located in the same metropolitan or geographic area—between the traveler's home or place of business and the place of TDY.

3. Travel expenses for recurring round-trip travel between the traveler's home or place of business and the place of TDY when it adheres to par. 020203.

4. Per diem allowances as specified in Chapter 2 while on a TDY away from the area in which the traveler's home or place of business is located.

5. AEA when justified as outlined in Chapter 2, except for consultants and experts employed under 50 U.S.C. App. 2061.

C. Employment Not Intermittent. When Government service is not intermittent, no authority exists for per diem or AEA at the regular PDS (B-123282, August 12, 1955, 35 Comp. Gen. 90 (1955) and B-128160, November 1, 1956, 36 Comp. Gen. 351 (1956)). However, per diem may be authorized in connection with another TDY at a place of duty away from the regular duty location.

0306 Pre-Employment Interview with DoD for Civilian Employment

A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment.

B. Allowances. When pre-employment interview allowances are offered, they are the same as the standard travel and transportation allowances specified in Chapter 2 to a civilian employee.

1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.

2. A Service member on leave travels on an ITA for pre-employment interview travel.

3. A civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement.

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in 5 CFR Part 572.

2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler's lodging, such as a meeting room.

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-employment interview travel. See Section 0305.

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 5558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. Components must use a Government-procured transportation document or a centrally billed GTCC to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.

4. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the DoDFMR, Vol. 9. DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.

5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

E. Interviewee Responsibilities. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

1. Transportation tickets should be provided by the interviewing DoD Component. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a Travel Management Company (TMC) under contract to the Government.

2. An interviewee must use the City Pair Program fares and is bound by the rules in Chapter 2.

3. The interviewee is responsible for, and accountable for, all transportation tickets and Government-procured transportation documents issued until they are used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. This statement must also inform the interviewee that he or she is financially responsible for the value of the tickets issued if the interview trip is canceled or rescheduled after tickets or Government-procured transportation documents are issued.

4. If the interviewee exchanges a ticket for one of lesser value, then the carrier should issue a receipt or a ticket-refund application. The carrier is required to make a refund directly to the appropriate DoD Component billing office. The DoD Component must provide the interviewee with a "bill charge to" address for the carrier to use in sending a refund by attaching a copy of the transportation document, or some other document containing this information, to the ticket or travel authorization (41 CFR §101-41.210-1).

F. Funds Advance. The interviewee cannot be issued a travel advance. The interviewee cannot use a GTCC issued to a civilian employee or travelers cheques issued by a Government contractor to pay for pre-employment interview travel.

0307 Justice and Criminal Matters

030701. Service Member or Civilian Employee Who Serves as a Witness

A. Eligibility. The presiding hearing officer determines if travel is necessary when a witness's testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective.

B. Allowances. See Table 3-2.

C. Reimbursement. Expenses paid by the court, authority, or party causing the civilian employee to be called as a witness for a non-Government entity must be deducted from the travel authorization.

Table 3-2. Witness Travel				
Active-Duty Service Members				
	Witness for the United States (other than as a defendant)		**Witness on behalf of the United States for local, state, territory, or District of Columbia governments in a criminal or civil case in which the Service has a strong, compelling, and genuine interest and is directly related to a Service or Service member**	**Witness subpoenaed for a Congressional committee, a private individual, or a corporation**
	in a case not involving a Service	**in a case involving a Service**		
Allowance	Only those prescribed by the U.S. Attorney General.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.	No allowance.
Payment contact	Department of Justice (DoJ).	AO.	AO.	The individual or agency requesting testimony.
Civilian Employee				
	Witness for the United States in a case involving his or her employing activity		**Witness in a case not involving his or her employing activity**	**Witness in an official capacity for a non-Government entity**
Allowance	Standard travel and transportation allowances specified in Chapter 2.		Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.
Payment contact	AO. (The employing Agency pays for travel.)		Contact the Agency paying for travel. (The responsible Agency pays travel expenses.)	AO. (The employing Agency pays for travel.)

030702. Witness Is Not Employed by the Government

A. Military Court Martial. A person other than a Service member or civilian employee, who is called as a witness before a military court martial, is issued an ITA and authorized travel and transportation allowances under Service administrative regulations. This does not include a witness who testifies at a pretrial hearing conducted under Article 32, Uniform Code of Military Justice (10 U.S.C. §832).

B. Adverse Action Case Involving Service Member or Civilian Employee. 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. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

C. Federal Administrative Hearing. When a complainant who is no longer a Government employee serves as a witness in an administrative hearing related to his or her Federal employment, he or

she is issued an ITA and is eligible for the same standard travel and transportation allowances as a civilian employee in Chapter 2 if retroactively reinstated to Federal service. The hearing must be within Federal employment regulations it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974).

030703. Juror Travel

A civilian employee who serves as a juror does not receive travel and transportation allowances through the policies in this regulation and is not issued a TDY order.

030704. Travel Associated with Sexual Assault

A. Eligibility. A Service member who is a sexual assault victim traveling to testify or participate in a court martial, hearing, pre-trial interview, or other hearing or panel, including Congressional, in connection with the sexual assault is eligible for travel allowances (DoDD 6495.01, "Sexual Assault Prevention and Response (SAPR) Program,").

B. Allowances. A traveler is authorized the standard travel and transportation allowances specified in Chapter 2. Ordinarily, the appropriate office for issuing subpoenas or other requirements to appear for the event requiring the victim to testify or participate will fund and authorize the travel for the victim. The sexual assault victim's commanding officer or AO may authorize or approve an escort to accompany the sexual assault victim on the trip, or a medical authority may authorize an attendant when required. If the sexual assault victim is not a Service member or civilian employee, then the Service or Agency determines which AO authorizes or approves an attendant or escort.

C. Attendant or Escort. Table 3-3 provides the allowances for an attendant or escort to travel.

Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim

If the Attendant or Escort is…	Then the Allowances are…
a Service member or a civilian employee,	the same travel and transportation allowances specified in Chapter 2.
a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,	the TDY travel and transportation allowances in accordance with the regulations issued by the Agency funding the travel.
a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency,	the same travel and transportation allowances specified in Chapter 2 as a civilian employee on a TDY.
a non-Government civilian traveling on an ITA,	

030705. Threatened Civilian Law Enforcement Officer

A. Eligibility. A civilian law enforcement officer, an investigator, and his or her immediate family may be eligible for travel allowances as specified in FTR § 301-31 when their lives are in jeopardy because of the civilian employee's assigned duties.

B. Allowances. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in FTR § 301-31.

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 authorizations 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 par. 030705. 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. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee's PDS.

3. The DoD Component must determine how long 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 civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

030706. Travel for Disciplinary Action

A. Eligibility. A Service member ordered to travel for disciplinary action is not in a travel status to perform official business, but is still eligible for limited travel allowances.

B. Allowances. A Service member receives limited allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense for its Service member for disciplinary action. Per diem is not authorized.

1. Transportation. A Service member should use a Government vehicle, if available, or the AO will direct Government-procured transportation. However, if Government-procured transportation is not available, then Service member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used or, if choosing to instead use a POV, is authorized mileage reimbursement at the Other Mileage Rate (see Table 2-7) for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. Reimbursement is not limited to the cost of the directed transportation mode and a cost comparison is not required.

2. Lodging. If barracks are not available at no cost, then the Service member should use visiting transient quarters and be reimbursed the Government quarters service charge. If the office responsible for scheduling and arranging the disciplinary travel cannot arrange Government quarters, then the Service member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented as specified in Chapter 2.

3. Meals. The AO must direct the Service member to use meal tickets, if available. If meal tickets are not available, then a Service member who buys meals during actual travel is reimbursed for meal costs, limited to the maximum rate allowed per meal.

030707. Prisoner on Commandant's Parole

A prisoner on "Commandant's Parole" must remain under the supervision of the Commandant of a U.S. disciplinary barracks. This conditional release from confinement must be authorized by the Secretary concerned and is exercised when the Service member has not started serving the court martial sentence because appellate review of the case is not complete.

A. Eligibility. A prisoner released on Commandant's Parole is eligible for travel allowances.

B. Allowances.

1. Meals and Transportation. The Service member is furnished meal tickets in addition to transportation in-kind *to* the home of record or other authorized destination. Transportation expenses are not reimbursed.

2. Subsequent Travel. If transportation in-kind and meal tickets cannot be provided for any of the following purposes, then reimbursement is authorized in accordance with the limitations specified in Chapter 2 for actual transportation costs and occasional meals as specified in Chapter 2. The Service member is furnished transportation in-kind and meal tickets, if practical and appropriate, for travel *from* the home of record or other authorized destination to the location concerned, and for return travel if it is required for official travel for:

a. A rehearing ordered when the Service member is not already in a travel status.

b. Hospitalization.

c. A physical examination.

d. Discharge.

e. Other purposes incident to the parole.

030708. Guards Transporting a Prisoner

A. Eligibility. A prisoner of the United States and the guards assigned to move him or her from the place of initial confinement to a U.S. installation are eligible for travel allowances.

B. Allowances.

1. Transportation. When a prisoner is moved on public transportation, the Service member in charge should obtain Government-procured transportation for all Service members and the prisoner named in the travel authorization. Transportation in-kind and accommodations for prisoner and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

2. Meals. If cooked meals or box lunches are not provided, then the Service member in charge of the movement must secure meal tickets for the prisoner in sufficient quantity to cover the travel involved.

Note: Guards transporting a prisoner receive the standard travel and transportation allowances specified in Chapter 2.

C. Reimbursement. Guards may be reimbursed for expenses incurred on behalf of the prisoner during initial travel between the place of initial confinement and a U.S. installation. Military guards are authorized reimbursement for transportation, lodging, and meals purchased on behalf of a prisoner who made no prior arrangements and lacks funds to purchase necessary items. Transportation reimbursement is authorized for the actual amount of personal funds the guard spent on behalf of the prisoner. Total reimbursement for meals and lodging must not exceed per diem or the actual expense allowances for a Service member on TDY (see Chapter 2).

D. Documentation. Guards are responsible for maintaining control of all travel and transportation documents, including tickets, for themselves and the prisoner and cannot surrender them to the prisoner for any reason. The documents must be in the name of the Service member responsible for guarding the prisoner. That Service member in charge must sign the papers when a signature is proper.

030709. Paroled Prisoner

A. Eligibility. A Service member paroled from confinement is authorized transportation allowances.

B. Allowances. The Service member is authorized transportation in-kind to the home of record or to the place authorized for residence. The provisions allowing reimbursement for transportation limited to the directed transportation mode cost, does not apply.

0308 Travel Related to Service Academies or Schools

030801. Travel Incident to Nomination and Admission to a Service Academy

A. Eligibility. An active-duty Service member ordered on TDY to take preliminary, entrance, or final examinations for admission to a Service academy is eligible for travel allowances.

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.

2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

030802. School Board Member Travel

The Secretary of Defense may provide for reimbursement of expenses incurred if the expenses are reasonable and necessary for a traveler to perform school board duties.

A. Eligibility. A school board member may be eligible for reimbursement of expenses incurred while traveling on official duty on behalf of schools and school boards in accordance with DoDI 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)."

B. Expenses and Reimbursement. The traveler may claim actual travel and transportation expenses, and program fees, activity fees, and other appropriate and reasonable expenses. The DoD Domestic Dependent Elementary and Secondary Schools (DDESS) fund all official school board travel and issue the necessary travel authorization. The traveler must follow the rules for standard travel and transportation allowances specified in Chapter 2 and the guidance provided by the Director of the DDESS, which may be more restrictive than the rules specified in Chapter 2.

030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes

A. Eligibility. A student with disabilities identified in DoDI 1342.25, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under DoD Manual 1342.12 that one or both of them be present to:

1. Participate during an evaluation of the student.

2. Participate during diagnosis of a disability.

3. Escort the student.

B. Allowances. A student, parent, or guardian is authorized the standard travel and transportation allowances specified in Chapter 2 equivalent to those for a civilian employee on TDY.

030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A student dependent of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities (20 U.S.C. §921-20 U.S.C. §932).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

0309 Travel to Receive or Present Award

030901. Receive Federally or Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances specified in Chapter 2 when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving an honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest who is neither a Service member nor civilian employee is issued an ITA.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see Chapter 2). An attendant who is neither a Service member nor civilian employee is issued an ITA.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances specified in Chapter 2 for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.

2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.

3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

030902. Award Ceremony Related to Presentation

A. Eligibility. An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited.

B. Allowances. The presenter is authorized the standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

0310 Repatriation of U.S. Civilian Employee

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an "outport," in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. Eligibility. Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes a civilian marine employee put ashore because of any of the following events:

a. A sudden, unannounced change in the ship's schedule.

b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.

c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former civilian marine employee who has been left in an outport because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:

a. Hospitalized as a result of misconduct.

b. Who has deserted from the ship.

c. Detained by police authorities.

B. Allowances.

1. A civilian marine employee designated as a Class I or II repatriate may be furnished assistance to return to any of the following places:

a. The ship.

b. Another Army civil service manned ship.

c. His or her home port.

d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a "work-away," of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. Work-Away Transportation and Subsistence

a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

b. Government funds can only be used for a Class II repatriate's travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler's compensation due.

0311 Travel While on Duty with Particular Units

031101. Mobile Units

A. Eligibility. A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances (47 Comp. Gen. 173 (1969)):

1. The Air Mobility Command.

2. Marine Corps Transport Squadrons.

3. Fleet Logistics Support Squadrons.

4. Naval Aircraft Ferrying Squadrons.

5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. Allowances. A Service member without a specific travel authorization is authorized the standard travel and transportation allowances specified in Chapter 2. A Service member's commanding officer or designated representative must approve standard travel and transportation allowances.

031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, *or* the day the Service member is permanently assigned to the ship, whichever occurs later.

1. Transportation in Connection with Ship Overhaul or Inactivation

a. If the overhaul or inactivation location:

(1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.

(2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.

b. Dependents must reside within the normal daily commuting area of the original home port.

2. Transportation in Connection with Ship Construction

a. If construction is taking place at a location other than the ship's designated future home port or the dependents' residence, then round-trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

3. Authorized Transportation

A traveler must use Government transportation, if practicable. If a Service member's dependents elect to procure transportation, then the Service member is not authorized transportation. If Government transportation is not practicable, then a traveler is authorized one or a combination of the following (see par. 020203):

a. Transportation in-kind.

b. Service member or personally procured transportation.

c. The TDY automobile mileage rate for the official distance.

C. Reimbursement.

1. Reimbursement for personally procured transportation is in accordance with Section 0202 and par. 5018-C4 or 5082 for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with par. 5016.

3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:

a. The ship overhaul or inactivation location and the original home port.

b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).

4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).

5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.

2. Each opportunity may alternate between a Service member's or dependent's travel.

031103. Service Members Conducting Aerial Surveys

The standard travel and transportation allowances specified in Chapter 2 or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

031104. Army Corps of Engineers-Related Travel

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:

a. Meals are furnished at no cost to the traveler, no per diem is authorized.

b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.

c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.

2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.

2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician

Conditions	Mission-Driven Transportation
● Travel by aircraft for any distance when required as part of the assignment conditions. ● Be aboard an aircraft to make repairs or observe aircraft performance. ● Use air travel for expeditious duty performance in different geographical locations. ● Be aboard any type of Government aircraft on a scheduled or nonscheduled flight.	● Travel by aircraft for any distance is required with or without the civilian employee's consent when necessary for mission accomplishment or air is the only transportation mode available. ● A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. ● A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee's medical evacuation. Refer to par. 033102 for allowances available to eligible travelers.

0312 Indeterminate TDY (ITDY)

031201. ITDY Determination

A. Authority. Only Service Headquarters can authorize or approve ITDY.

B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS *or* does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances (37 U.S.C. §476(e)(2).

C. Allowances. Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.

1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances specified in Chapter 2 for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.

2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See Chapter 5 for PCS allowances. The Service member receives the standard travel and transportation allowances specified in Chapter 2 for TDY while at the ITDY location.

3. If authorized or approved through the Secretarial Process, HHG transportation—within the PCS weight allowance—under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

a. The TDY location.

b. Any point in the CONUS.

c. Another location authorized for dependent travel through the Secretarial Process.

d. Non-temporary storage under par. 020504.

4. HHG stored or shipped may be transported to the Service member's PDS after TDY.

0313 Courier Travel

031301. Accompanying Package or Controlled Pouch

A. Eligibility. A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized to receive the standard travel and transportation allowances specified in Chapter 2. This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation specified in Chapter 2 and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or control officer cannot maintain adequate security of the package or pouch in coach or

business class. If the air terminal is the Service member's PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

0314 Repatriation of a Service Member Held Captive

031401. Family Member Travel in Connection with the Repatriation of A Service Member Held Captive

A. Eligibility.

1. "Eligible Service Member". A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. "Family Members". The Service member's spouse, children—including step or adopted, and illegitimate children, the Service member's siblings, and the Service member's parents—including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no less than 1 year immediately before the Service member entered the Uniformed Service. However, only one father and one mother, or their counterparts, may be recognized in any one case.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member's family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

Note: The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

B. Allowances.

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

a. Transportation in-kind.

b. Mileage reimbursement at the authorized TDY automobile mileage rate in Chapter 2 for the official distance traveled by a POV.

c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA as specified in Chapter 2 for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances specified in Chapter 2 for an attendant to accompany a family member unable to travel

unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

0315 Armed Forces, National, and International Amateur Sports Competition

031501. Amateur Athletes Train, Attend, or Compete

A. Eligibility. A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions—including qualifying or preparatory events (10 U.S.C. §717 and 37 U.S.C. §420).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.

2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation's interest. Among those, the Conseil International du Sport Militaire and the Interallied Confederation of Reserve Officers are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department's authorization.

B. Allowances. A participant in amateur sports competitions is authorized to receive the standard travel and transportation allowances specified in Chapter 2. A competitor must comply with procedures in DoDI 1330.04, "Armed Forces Participation in National and International Sports Activities," dated August 31, 2010, and his or her Service regulations to receive travel and transportation allowances. Consult DoD 5500.7-R, "Joint Ethics Regulation," when considering a non-Federal source to accommodate or pay travel expenses (COMDTINST 1710.13 for U.S. Coast Guard Service members).

0316 Observer to United Nations (UN) Peacekeeping Organization

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance—the UN's name for a mission-specific per diem—is also authorized to receive the DoD's per diem allowances for TDY travel up to a combined total of no more than the State Department's locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5).

0317 Labor Organization Representative Travel

031701. Labor-Management Meetings

A. Eligibility. A civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government's primary interest may be eligible for travel allowances.

B. Allowances. A labor organization representative is authorized the standard travel and transportation allowances specified in Chapter 2.

C. Documentation. Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government's best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as "joint labor management cooperation committees concerning accident prevention," "absenteeism reduction," "improving communications," "ensuring equal employment opportunity," or "maintaining employee productivity and morale."

2. Include the statement: "I certify that the above information is true and correct."

Note: The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by 5 U.S.C. §7131(b), which states that internal labor organization business is conducted only when a civilian employee is in a non-duty status.

0318 Travel with a Dignitary

The following types of travel with dignitaries may warrant AEA authorization or approval.

031801. Dignitary

A. Eligibility. A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

1. The U.S. President, Vice President, or members of their families.

2. U.S. Congress members not traveling under authority of 31 U.S.C. §1108(g).

3. U.S. Cabinet members.

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries.

5. Supreme Court Justices.

6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.

7. The Chief of Staff of the U.S. Army; the Chief of Staff of the U.S. Air Force; the Chief of Naval Operations; the Commandant of the U.S. Marine Corps; the Commandant of the U.S. Coast Guard; the Administrator of the National Oceanic and Atmospheric Administration; the Surgeon General of the U.S. Public Health Service; and the Chief of the National Guard Bureau.

8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.

9. U.S. Delegates to international conferences or meetings.

10. Very important persons, as specified by the U.S. President or Vice President.

11. Candidates for the office of U.S. President or Vice President, or their family members.

12. The President-Elect or Vice President-Elect of the United States.

13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

B. Allowances. A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.

031802. Exceptions for Traveling with a Member of Congress

A. Eligibility. An Armed Forces member or civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in 31 U.S.C. §1108(g) may be eligible for additional travel allowances. A "congressional staff employee" is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components should refer to the following DoD regulations for guidance: DoDD 4515.12, "DoD Support for Travel of Members and Employees of Congress," and DoDI 4515.19, "DoD Support for Congressional Funerals."

2. Non-DoD Services should consult their Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with 31 U.S.C. §1108(g) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

Note: Approval codes required on documentation for Congressional travel "other than economy or coach" are "FC" for first class and "BC" for business class.

0319 Family Programs

031901. Chaplain-Led Program Functions

Each Secretary of the military departments is authorized, per 10 U.S.C. §1789, to provide Chaplain-led Programs that assist Service members on active duty, and RC members in an "active status" as

defined in 10 USC §10141, and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances.

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member's spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

031902. Yellow Ribbon Reintegration Program Event

The Yellow Ribbon Reintegration Program (DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event's purpose.

B. Allowances. A Service member and any designated individuals attending an event in an official capacity are authorized the travel and transportation allowances specified in Chapter 2. A Service member travels on a TDY order and a designated individual travels on an ITA.

0320 Travel in the Event of Death

When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

032001. Escort for Remains of a Deceased Service Member

A. Authority.

1. Procedures for transporting the remains of a deceased Service member are established in DoDD 1300.22, "Mortuary Affairs Policy," Defense Transportation Regulation (DTR) 4500.9-R, Part VII, "Human Remains Transport," and sponsoring Service regulations.

2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member (10 U.S.C. §1482(c)):

a. The person identified on DDForm 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

d. Adoptive relatives of the deceased.

e. A person standing in loco parentis to the deceased if none of the above can be found.

B. Eligibility. The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. Allowances. A Service member who escorts the remains is authorized the standard travel and transportation allowances specified in Chapter 2.

032002. Funeral of a Deceased Service Member, Cadet, or Midshipman

A. Eligibility. When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer's Training Corps (SROTC) cadet receiving pay under 37 U.S.C. §209(d) dies, while on active or inactive duty, the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member's, cadet's, or midshipman's surviving spouse, including a remarried surviving spouse.

2. The deceased Service member's, cadet's, or midshipman's children—including stepchildren, adopted children, and illegitimate children—regardless of age.

3. The deceased Service member's, cadet's, or midshipman's parent or parents. In this case, the term "parent" means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member's, cadet's, or midshipman's spouse (natural, step, or adopted); and any other person—including a former stepparent—who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 (37 U.S.C. §401(b)(2)).

4. The deceased Service member's, cadet's, or midshipman's siblings, which must have one or both parents in common.

5. The person who directs the disposition of the deceased Service member's, cadet's, or midshipman's remains or the person who would have been designated to direct disposition of the remains (under 10 U.S.C. §1482(c)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a national cemetery.

6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under 10 U.S.C. §1482(c)) may select no more than two guests to receive round-trip travel and transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. Allowances. Government transportation must be used to the maximum extent practical for transoceanic travel as specified in pars. 5074-B2 and 5082.

1. If a combination of transportation is used, then reimbursement is for actual travel not to exceed the personally procured transportation cost between origin and destination, less any used Government-procured transportation cost. An eligible traveler 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.

c. Automobile TDY mileage rate for the official distance traveled by POV. Only the POV operator is authorized the automobile mileage rate.

2. Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location. Per diem is paid under the Lodging Plus method specified in Chapter 2 and is limited to the locality per diem rate. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area or when the total time from departure to return is 12 or fewer hours.

C. Reimbursement. Reimbursement for expenses identified in Chapter 2 as reimbursable is allowed for authorized travelers incident to this travel.

032003. Escort of Eligible Relative of Service Member—Funeral

A. Eligibility. An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see par. 032002) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.

2. No other eligible traveler listed in par. 032002 is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. Allowances. The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in Chapter 2 for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

032004. Funeral Honors Duty Travel

A. Eligibility. An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances (10 U.S.C. §12503 or 32 U.S.C. §115). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) may also receive allowances.

B. Allowances.

1. An RC member traveling on an ITA may be authorized to receive the standard allowances specified in Chapter 2 for TDY.

2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) will use the available transportation mode that is least costly and still adequately meets the detail's needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and 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 expenses specified in Chapter 2 may be authorized or approved.

032005. Memorial Service for a Deceased Service Member

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. Eligibility. A traveler identified as eligible for travel allowances in par. 032002 is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. Allowances. An eligible traveler may be authorized travel and transportation allowances for one round trip to an installation, home port, or unit memorial service. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member's death, unless the Service Secretary waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member's last PDS or home port. It cannot be held in a theater of combat operations.

032006. Family Member Attendance During Transfer of Remains

A. Eligibility. The Primary Next of Kin (see DoDI 1300.18, par E2.46) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased civilian 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 U.S.C. §481f(c) and listed in par. 032002. The Service Secretary may authorize additional family member travel on a case-by-case basis.

B. Allowances. Family members attending transfer of remains per the USD(P&R) memorandum dated April 6, 2009, are eligible to receive the standard travel and transportation allowances specified in Chapter 2 for civilian employees. Authorized allowances should be specified on an ITA.

C. Escort. At the Primary Next of Kin request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

032007. Deceased Civilian Employee or Dependent

Procedures for transporting the remains of a deceased civilian employee or dependent are established in DoDD 1300.22, "Mortuary Affairs Policy," and FTR §303, "Payment of Expenses Connected With the Death of Certain Employees."

032008. Escort for Remains of Deceased Civilian Employee

A. Eligibility. An escort for a civilian employee's remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances specified in Chapter 2, which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances specified in Chapter 2 for TDY. The AO arranges the escort's transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a common carrier for the least expensive and unrestricted economy or coach transportation.

Note: Family members traveling together as escorts should not be separated.

CHAPTER 3: TDY TRAVEL

PART B: TRAINING TRAVEL

0321 Conferences for Training

A conference is considered training when the stated purpose is educational or instructional and more than half of the time is scheduled for a planned exchange of information that meets the definition of training. A conference is also considered training when the content is slated to improve individual or organizational performance and attendees will gain professional development benefits.

032101. Training Conferences outside the Permanent Duty Station (PDS)

A. Eligibility. A Service member or Department of Defense (DoD) civilian employee who attends training conferences held outside the PDS when travel is involved is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

Note: Charges and fees for light refreshments and snacks are reimbursable only when included as part of the conference registration fee.

032102. Training Conferences at the PDS

Conference fees, per diem, travel, and other miscellaneous expenses associated with conferences held at the PDS cannot be reimbursed as travel and transportation allowances.

0322 Service Member

032201. Courses of Instruction at a School or Installation

A. Eligibility. A Service member on active duty attending instructional courses at a school or installation may be eligible for travel allowances, based upon the scheduled duration using the guidance below.

1. Permanent Change of Station (PCS) or TDY Status

a. Courses with a scheduled duration of 139 or fewer days (20 weeks) are TDY.

b. Courses with a scheduled duration of 140 or more days (20 weeks) are PCSs, and the course location is the Service member's PDS.

c. The scheduled duration is the actual period a Service member receives instruction, including weekends, but not counting holiday periods when the Service member is not attending classes, or incidental time spent at the duty station before classes begin or after they end.

d. A PCS order to a course of instruction cannot be changed to a TDY order after the

Service member's arrival at the new PDS unless the travel authorization was issued in error.

2. Extensions of Instruction. If a Service member is assigned additional instruction that extends the scheduled duration from 139 or fewer days (less than 20 weeks) to 140 or more days (20 weeks) at the same location, and the time remaining on the original TDY order plus the additional instruction time is 139 or more days, then the assignment becomes a PCS.

3. Exceptions to Status. The Secretary concerned—this authority cannot be delegated—may authorize a designated course, excluding initial entry courses, scheduled to last 140 or more days (20 weeks), but not 181 or more days to be attended and completed in a TDY status instead of a PCS status.

a. Requests for such action must be forwarded through Service Command channels to the Secretary concerned and include the course number, description, length, school location, specific Service of each attendee, number of attendees who traditionally return to the previous PDS, and written justification for TDY instead of PCS.

b. All Service members attending a course must be in the same status—either TDY or PCS—regardless of the Service or DoD Agency affiliation unless a Service member is permanently assigned to the course location immediately before attending the course. In that case, the Service member remains in a PCS status while attending the course.

c. The Secretary concerned must obtain agreement from the other affected Service Secretaries before changing a course status (for example, TDY to PDS, or PDS to TDY) attended by multiple Services or DoD Agencies.

d. The Secretary concerned must obtain the Per Diem, Travel, and Transportation Allowance Committee's (PDTATAC) authorization or approval for specific courses to be designated and attended as TDY when unusual circumstances, such as infrastructure destruction caused by hurricanes, floods, or similar events, require training courses at one location to last for 181 or more consecutive days.

B. Allowances. See Table 3-5 for travel and transportation allowances while attending a course of instruction.

1. A Service member attending training in a TDY status receives the standard travel and transportation allowances specified in Chapter 2, unless stated otherwise in Table 3-6.

2. The schoolhouse commander determines the availability of meals and lodging.

Table 3-5. Allowances for a Service Member Attending Courses of Instruction

If…	Then…	Allowances While at the Training Location	Allowances When Departing the Training Location
the Service member is traveling to the course under a TDY order,	the Service member receives the standard travel and transportation allowances specified in Chapter 2 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.

Table 3-5. Allowances for a Service Member Attending Courses of Instruction			
If…	**Then…**	**Allowances While at the Training Location**	**Allowances When Departing the Training Location**
the Service member is traveling to the course location in a PCS with TDY En Route status,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	PCS allowances specified in Chapter 5.
the Service member is traveling to the course location on a PCS order that names the course location as the new PDS upon arrival,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the location.	No per diem while at the course location.	Not applicable.
the Service member is traveling to the course on a PCS order and the new PDS is not named,	the Service member receives the PCS allowances specified in Chapter 5 while going to the location.	Standard travel and transportation allowances specified in Chapter 2, up to the point that the new PDS is named.	

032202. Field Training Exercises, Maneuvers, and Simulated Wartime Operations

Allowances for field training exercises, maneuvers, and simulated wartime operations are in Chapter 3, Part C.

0323 Reserve Component (RC) Member

032301. RC Member Called or Ordered to Active Duty for Training (ADT)

A. Eligibility. An RC member called or ordered to ADT with pay may be eligible for travel allowances.

B. Allowances. The RC member's travel allowances depend on where he or she resides, whether he or she commutes daily, and the length of the duty. Travel and transportation allowances for an RC member who commutes to the ADT location are in Table 3-6. Allowances for an RC member who does not commute are in Table 3-7. An RC member training at one location for 140 or more days (20 weeks) is in a PCS status.

Table 3-6. Training Travel When an RC Member Commutes	
If…	**Then…**
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty,	travel and transportation allowances are not authorized for travel between the primary

and both are not in the same corporate limits or town, regardless of the commuting area,	residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: Primary residence. Place of assigned unit. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
the AO or Installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206 and the duty involved permits commuting,	
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance, the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member's commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
the commuter travels locally at the active duty location,	see Chapter 2 for local travel.

Table 3-7. Training Travel When an RC Member Does Not Commute

If…	Then…
duty is 139 or fewer days (20 weeks), including courses with a scheduled duration of 139 or fewer days (20 weeks) (see par. 030301),	standard travel and transportation allowances as specified in Chapter 2.
An RC member begins travel from a place from which entered (or called) to active duty (PLEAD) other than the primary residence,	transportation allowances are authorized from the PLEAD to the duty location, limited to the cost of transportation between the RC member's primary residence and duty location, and return to the PLEAD or primary residence.
the original TDY order is extended due to unforeseen circumstances and the number of days on the extension plus the remaining days on the original TDY order is 139 or fewer days,	per diem continues.
shipping household goods (HHG) is authorized,	see Section 0205
ADT is 140 or more days at one location,	no per diem or an actual expense allowance (AEA) is authorized at the ADT location.
an extension plus the remaining days on the original TDY order total 140 or more days,	per diem stops on the day of the order that extend the travel. Government quarters or Government dining facilities availability does not change this determination.
the ADT period is 140 or more days at one location, including courses with a scheduled duration of 140 or more days (see par. 030302),	the PCS allowances specified in Chapter 5 apply.
an RC member is on ADT at one location for 140 or more days and is ordered on a TDY away from that ADT location,	the standard travel and transportation allowances specified in Chapter 2 are payable for the ordered TDY.

032302. RC Member Called or Ordered to Active Duty with Pay for a Specific Duty Status

A. Eligibility. The following RC members are ineligible for per diem or AEA:

1. A Public Health Service officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program.

2. A newly enlisted RC member who is undergoing processing, indoctrination, initial basic training including follow-on technical or home training, or instruction.

3. An RC member listed below when both Government quarters, other than temporary lodging facilities, and a Government dining facility are available.

a. An RC member performing annual training (AT). In this case the training location is the PDS, and no per diem is payable. Per diem is payable for TDY away from the annual training location or for travel to and from the annual training location if not in a commuting status.

b. An RC member ordered to involuntary ADT because of unsatisfactory participation in the reserve commitment.

c. An RC member newly enlisted and attending courses with a break in active duty between courses.

B. Allowances. Transportation to and from these duty locations, and the per diem on travel days is in accordance with Tables 3-6, "Training Travel When an RC Member Commutes," and 3-7, "Training Travel When an RC Member Does Not Commute." When an RC member performs ADT, and no per diem or AEA is payable, then he or she may be reimbursed for lodging service charges when occupying transient Government housing. Reimbursement for other than service charges for Government quarters is not authorized.

032303. Inactive Duty Training (IDT) with or without Pay

A. Eligibility. An RC member performing IDT ordinarily receives no travel or transportation allowances, except as listed in Table 3-8.

B. Allowances. Allowances for an RC member are in Table 3-8.

Table 3-8. Inactive Duty Training with or without Pay	
If…	**Then…**
an RC member in the local commuting area performs local travel in and around the training duty station, drill site, or city or town,	he or she may receive the local travel allowances specified in par. 020601 but outside the PDS Limits."
an RC member travels between home and an alternate duty or work site in the local commuting area,	TDY mileage is authorized only for the distance that exceeds the distance between home and the assigned unit.
an RC member is directed to travel from home to a TDY location outside the local area of the assigned unit or home,	he or she is authorized the standard travel and transportation allowances specified in Chapter 2. However, transportation is limited to the travel cost from the assigned unit to the TDY location.
an RC member is directed to travel from an	

Table 3-8. Inactive Duty Training with or without Pay	
If…	**Then…**
alternate duty or work site to a TDY location outside the local area of the assigned unit or home,	
an RC member travels from a place other than home or an alternate duty or work site in the local commuting area,	he or she is authorized only TDY automobile mileage limited to the distance from the assigned unit to the alternate site, minus the distance from home to the assigned unit.
an RC member occupies transient Government housing while performing IDT with pay, and is not authorized per diem or AEA,	he or she may be reimbursed for lodging service charges or provided lodging in-kind. Only transient Government housing is reimbursed.
an RC member performs IDT at the training duty station, drill site, assigned unit city or town location, or local area of the assigned unit or home,	travel and transportation allowances are not authorized.
an RC member travels between home and the unit training assembly location or alternate place of duty,	
an RC member in the Standby Reserves voluntarily performs IDT without pay,	

032304. IDT outside the Normal Commuting Distance

A. Eligibility. The Secretary concerned may authorize reimbursement for travel and transportation for certain RC members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance.

1. An eligible RC member must meet one of the following eligibility criteria:

a. Qualified in a skill designated as critically short by the Secretary concerned.

b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the Service member's RC with a critical staffing shortage.

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense Base Realignment and Closure or other force structure reallocation.

2. For purposes of this paragraph, "outside the local commuting distance" is defined as either of the following:

a. The local travel area as specified in Section 0206 but not less than 150 miles one way, as determined by the DTOD.

b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206.

B. Allowances. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to $300 for each round trip.

1. Transportation. Transportation cost, including transportation between home and the terminal and between the terminal and the training location, is reimbursed. If a privately owned vehicle (POV) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

2. AEA

a. Actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location is reimbursed.

b. Actual cost of lodging plus taxes, including service charges, up to the maximum amount of the locality lodging rate for the duty location is reimbursed. Refer to Table 2-13 for rules on lodging taxes.

0324 Cadet or Midshipman

032401. Service Academy Applicant, Cadet, Midshipman, or Graduates

A. Eligibility. A Service member on active duty who is ordered to take preliminary, entrance, or final examinations for admission to a Service academy, a Service academy student on TDY, or a new Service academy graduate is eligible for travel allowances.

Note: An RC member not on active duty, a civilian, and a civilian employee traveling for examinations preparatory to admission to a Service academy are ineligible for travel allowances.

B. Allowances. Refer to Table 3-9 for allowances.

Table 3-9. Allowances for Service Academy Cadets and Midshipmen

If…	Then…
an active-duty Service member travels to take preliminary, entrance, or final examinations for admission to a Service academy,	the Service member receives standard travel and transportation allowances specified in Chapter 2.
an active-duty Service member travels to compete for a Congressional nomination,	the traveler receives no travel or transportation allowances.
an aviation cadet on active duty travels on TDY away from a Service academy,	the cadet receives the standard travel and transportation allowances specified in Chapter 2.
traveling TDY away from a Service academy to another Service academy,	the cadet or midshipman receives no per diem when both Government quarters and a Government dining facility are available, beginning on the day after the arrival day and ending on the day before the departure day. The meal rate for cadets and midshipmen is equal to the Enlisted Basic Allowance for Subsistence rate.
a graduate officer who remained at the Service academy after graduation and commissioning is ordered away from the Service academy on TDY,	the graduate officer is authorized the standard travel and transportation allowances specified in Chapter 2
a graduate officer remains at the Service academy after graduation and commissioning but before	the Service academy is the PDS for per diem purposes. Graduate officers are not authorized per

Table 3-9. Allowances for Service Academy Cadets and Midshipmen	
If…	**Then…**
beginning travel under PCS orders.	diem while at the Service academy.

Table 3-10. Reserved

032402. Senior Reserve Officer Training Corps (SROTC)—Advanced Training

A. Eligibility. An SROTC applicant or a Service member appointed for advanced training is authorized travel and transportation allowances for travel to observe military functions or operations, for medical or other examinations, or for other observations the Service concerned deems appropriate.

B. Allowances. Allowances for an SROTC applicant or appointee are listed in Table 3-11.

Table 3-11. Allowances for SROTC Applicants and Service Members	
If…	**Then…**
an RC member or designated applicant is appointed to SROTC Advance Training under 10 U.S.C. § 2104 (53 Comp. Gen. 957 (1974)),	per diem is not authorized.
Government or Government-procured transportation and Government-supplied meals are authorized, but the traveler uses a POV,	the TDY automobile mileage rate (see 020210, "Privately Owned Vehicles (POV)"), but no per diem is authorized. The TDY automobile mileage rate may be paid in advance of return from the activity site.
transportation for part of the journey is personally procured,	the TDY automobile mileage rate, but no per diem, is authorized between the nearest appropriate public transportation terminals and both the RC member's home and activity site.
travel is by mixed modes,	the allowance is the TDY automobile mileage rate for the DTOD distance for the official travel, but no per diem. Reimbursement cannot exceed what the cost would have been for Government-procured transportation plus Government-supplied meals for travel between the authorized points minus the cost of any actually provided Government transportation or meals.
through no fault of the traveler, a delay occurs at a place where no Government quarters or Government dining facility are available (B-195791, March 31, 1980),	reimbursement for occasional meals and occasional lodging as specified in Chapter 2 is authorized when traveling to or from field training or practice cruises

032403. Traveler in the Financial Assistance Program for SROTC Cadets or Midshipmen

A. Eligibility. A cadet and midshipman who performs TDY travel away from the educational institution is authorized travel and transportation allowances (10 U.S.C. § 2107).

B. Allowances.

1. The standard travel and transportation allowances specified in Chapter 2 are authorized, except no per diem is authorized when both Government quarters—other than temporary lodging facilities—and Government dining facilities are available for either of the following:

a. While performing field or at-sea training.

b. Travel from home or the SROTC unit location specified in the travel authorization to the place designated for field or at-sea training and return.

2. For TDY under this paragraph, a Government dining facility is a facility designated for officers' use except when other dining facilities have been designated for use by SROTC members.

3. The automobile mileage rate may be paid for the return trip to the location specified in the travel authorization before an RC member departs from either the field or at-sea training site.

032404. Reserve Officer Training Corps (ROTC) Cadet on Recruiting Duty

A. Eligibility. An ROTC cadet who performs recruiting duty while attending the educational institution at which the ROTC unit is located may be eligible for travel allowances.

B. Allowances. The ROTC cadet may be authorized per diem or AEA on an ITA for recruiting duty performed while attending the education institution where the ROTC unit is located. However, no allowances are authorized when the recruiting duty is in the local area of the cadet's residence while at the educational institution. See Section 0206.

0325 Spousal Training

032501. Spouse's Presence Furthers DoD's Interests

A. Eligibility. A spouse of a Service member or civilian employee may be eligible for travel allowances when the spouse's presence would provide a direct benefit to further the interests of the DoD, the Military Service, or the command. This determination can only be made by using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff, the Chairman's designated representative for personnel assigned to the Joint Staff, or a Combatant Commander. The spouse's travel must be considered mission-essential. The spouse of a Service member or civilian employee may travel at Government expense to attend:

1. A Service-endorsed training course or briefing and subsequently performs a voluntary and direct service incident to such training or briefing (27 Comp. Gen. 183 (1947)) or

2. A briefing or training in which the DoD imparts critical knowledge and information to prepare for life in areas where they may be in danger from terrorist activities or political unrest needed when moving to and residing abroad as a result of the Service member's prospective service (71 Comp. Gen. 6 (1991)).

B. Allowances. The AO may authorize or approve transportation, per diem, or other actual expense allowances if the individual is eligible to travel.

0326 Civilian Employee

A civilian employee may attend training at the PDS or in a TDY status away from the PDS and receive the standard travel and transportation allowances specified in Chapter 2. When sending a civilian employee to training, the DoD Component must determine if the event is primarily for training or for work performance. Each training event, and any move associated with it, must be evaluated individually to determine if training allowances apply.

Note: For conference training, see Section 0321.

032601. Training in the PDS

A. Eligibility. A civilian employee attending training courses in the PDS area may be eligible for travel allowances.

B. Allowances. See Table 3-12 for allowances available to a civilian employee while training.

Table 3-12. Civilian Employee Training in the PDS Area	
If…	**Then…**
a civilian employee is training at the PDS,	no travel and transportation costs are payable. The JTR is not the authority for these allowances.* See Training or Comptroller personnel for guidance.
a civilian employee is training in the PDS area, but not at the PDS,	the AO may authorize or approve a civilian employee to travel by POV, taxi, rental car, bus, train, or other transportation mode appropriate to the mission.
a civilian employee is training in the PDS area, but not at the PDS, and an overnight stay is required at the training location,	the AO may authorize or approve per diem or AEA, round-trip TDY mileage for POV use or the cost of round-trip public transportation from the residence to the training location.

**10 U.S.C. § 2013*; *5 U.S.C. § 4109*; *42 U.S.C. § 218a*; *and 14 U.S.C. § 469*

032602. Training outside the PDS Area

A. Eligibility. A civilian employee who attends training courses (Government Employees Training Act of 1958) away from the PDS may receive travel allowances (5 U.S.C. §§ 4104-4109).

B. Allowances. The civilian employee may receive the standard travel and transportation allowances specified in Chapter 2 or authorized dependent (no per diem) and household transportation allowances. The AO must compare the cost and if the cost of round trip transportation for dependents and HHG is less than the total per diem or AEA the employee would receive, then the AO may authorize round trip dependent and HHG transportation. See Chapter 5 for allowances available when training is in conjunction with a PCS and the civilian employee will not return to the old PDS.

Table 3-13. Pay Either	
TDY	**Dependent and HHG Transportation**
Total per diem or AEA available to the civilian employee in Chapter 2. If specific rates are	HHG shipping Round-trip transportation of a dependent to the

established in accordance with par. 020308 consider the special rate.	training location (no per diem)

1. When standard travel and transportation allowances are authorized or approved, the allowances are described in Table 3-14.

Table 3-14. Specific Rules for TDY Training outside the PDS	
If…	**Then…**
a civilian employee is authorized per diem or AEA, but instead commutes between the training location and the PDS,	the rules for voluntary return to the PDS apply, as specified in par. 020312.
a contracting officer contracts for rooms or meals directly with the school or institution sponsoring the training course,	the lodging and meals may exceed the applicable per diem rate for a civilian employee when the lodging and meals are included as part of the training costs. The total actual cost for lodging and M&IE may exceed the applicable per diem rate. The civilian employee is authorized only incidental expenses.
items are contracted or rented with the option to buy,	reimbursement is not authorized.
readiness requires Government dining facility use, the Secretary concerned may authorize Essential Unit Messing for particular courses,	a civilian employee receives the incidental expenses portion of per diem and the discount Government meal rate. The AO may authorize occasional meals for commercial meals the civilian employee is required to purchase.
a civilian employee pays for Government quarters during training at the Survival Training School at Fairchild Air Force Base, Washington,	the fixed $12.50 per diem rate at this location is increased by the actual amount of the Government quarters charge. No per diem is payable during field duty and compound training periods.

2. When movement of dependents and HHG is authorized or approved, the following provisions apply.

Note: Dependent travel and HHG transportation are specified in Chapter 5.

Table 3-15. Allowances for Dependent and HHG Transportation	
If…	**Then…**
a dependent and HHG are moved to the training site,	the civilian employee receives no per diem at the training site only while traveling.
at the training site or traveling en route,	the dependent receives no per diem.
a civilian employee and a dependent travel together to the training site by POV,	a monetary allowance in lieu of transportation (MALT) is payable, as specified in Chapter 5.
transportation has not started,	the authorization for dependent and HHG transportation can be changed to per diem or AEA for the civilian employee as specified in Chapter 2.
transportation has started,	the civilian employee's allowances and the Government's obligation are fixed and cannot be changed.

CHAPTER 3: TDY TRAVEL

PART D: MEDICAL TRAVEL

Refer to paragraph (par.) 020601, "TDY within the PDS Local Area but outside the PDS Limits," for travel to a medical facility in the local area.

0330 Various Types of Medical Travel

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

A. Eligibility. A Service member who is an inpatient, in an outpatient status away from the permanent duty station (PDS), or who is assigned to a rehabilitation center, may be eligible for travel and transportation allowances. An "outpatient status" means that the patient is no longer assigned a bed, but is in a non-leave status. An outpatient is not medically able to return to duty, but is continuing treatment.

B. Allowances.

1. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

2. An AO may approve reimbursement of occasional lodging when the Service member must retain lodging at the same or a prior TDY location (see par. 020305).

3. A Service member eligible for allowances under the Pay and Allowance Continuation Program receives the incidental expense portion of per diem (see DoDFMR, Vol. 7A, Chapter 13).

4. A Service member assigned to a rehabilitation center or activity for training or treatment is not authorized per diem when both Government quarters and a dining facility are available.

033002. Emergency Travel Due to Illness or Injury

A. Eligibility. A civilian employee who must discontinue TDY due to illness or injury may be authorized travel and transportation allowances based on the civilian employee's personal situation and the Service's or DoD's mission (see FTR § 301-30).

B. Allowances. The civilian employee should contact the AO immediately for instructions when TDY must be discontinued due to illness or injury. A civilian employee who returns to the PDS or home because of an incapacitating illness or injury is authorized the standard travel and transportation allowances specified in Chapter 2. Allowances for all other eligible travelers follow.

1. Per Diem

Note: Per diem is not allowed at the alternate location. An "alternate location" is a destination other than the civilian employee's PDS or the point of interruption where necessary medical services or emergency situations exist.

a. Per diem is authorized for a civilian employee who discontinues the TDY assignment and takes any type of leave due to an incapacitating illness or injury. However, it:

(1) Must not exceed the per diem rate for the TDY location at which the interruption occurs.

(2) May be continued at the location where the injury or illness occurred, or is being treated, for 14 or fewer days unless authorized by the Service or Department of Defense (DoD) Component.

b. Per diem is not authorized in the following circumstances while a civilian employee is confined to a hospital or medical facility:

(1) In the vicinity of the PDS.

(2) That is the same hospital or medical facility the civilian employee would have been admitted to had the injury or illness occurred at the PDS.

(3) If the civilian employee is paid or reimbursed for hospital expenses under any Federal statute, including for hospitalization in a Department of Veterans Affairs Medical Center or military hospital. However, the civilian employee receives per diem if medical expenses are paid under the Federal Employees Health Benefits Program while in a travel status (5 U.S.C. § 8901-8913).

2. Transportation. A civilian employee who interrupts the TDY and takes leave to travel to obtain medical services at an alternate location and then returns to the TDY may be authorized certain excess transportation costs. See Table 3-17 to determine excess transportation costs. Excess transportation costs are not payable for medical services obtained from the nearest hospital or medical facility because it is not considered an alternate location.

3. Attendant or Escort. An attendant or escort is only authorized transportation expenses, not per diem, to accompany a civilian employee. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA. Authorization may include either round-trip or one-way transportation between the PDS and TDY location (B-169917, July 13, 1970). A medical authority must certify that an attendant is medically necessary.

C. Reimbursement. Reimbursement may be authorized for excess travel costs. Calculate the excess travel costs by adding the actual travel costs from the interruption point, to the alternate location, and return to the TDY location and subtracting the total from the constructed cost of round-trip travel between the PDS and the alternate location. The “interruption point” is where a civilian employee discontinues a travel assignment because of an incapacitating illness or injury and includes the nearest hospital or medical facility capable of treating the civilian employee. These costs are computed as follows in Table 3-17.

Table 3-17. Calculating Excess Transportation Costs	
Type of Excess Cost	**Calculation**
Actual Travel	The transportation costs incurred to the per diem allowed for traveling from the interruption point to the alternate location and the per diem allowed for traveling from the alternate location plus the TDY assignment. The total does not include per diem while the traveler is at the alternate location because it is not authorized.
Policy-Constructed Travel	The transportation expenses that the traveler would have incurred for round-trip travel between the PDS and the alternate location plus the per diem allowed for the time spent traveling between those two places.
Compare the actual travel cost to the policy-constructed travel cost and pay the lessor amount.	

033003. Convalescent Leave Transportation

A. Eligibility. A Service member traveling due to illness or injury while eligible for hostile fire pay may be eligible for transportation allowances (37 U.S.C. § 481a).

B. Allowances. A Service member is authorized transportation from his or her place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or approved through the Secretarial Process, and from that location to any medical treatment location. If deemed necessary by the attending physician, additional trips may be authorized through the Secretarial Process.

1. Transportation in-kind or Government-procured transportation must be used to the maximum extent possible. When such Government transportation is impractical to use, the Service member may instead use personally procured commercial transportation, but only if he or she arranges it through the Travel Management Company (TMC), or he or she can use a privately owned automobile. A Service member using a privately owned vehicle (POV) is reimbursed for the official distance traveled at the TDY automobile mileage rate.

2. No per diem is authorized.

033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations

A. Eligibility.

1. The following Service members are eligible for travel allowances:

a. A Service member on the TDRL who is traveling to a medical facility for a required periodic physical examination.

b. A Service member who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

2. Eligibility ends when TDRL status expires.

B. Allowances.

1. When both the Service member's home and the medical facility or hearing location are within the same corporate city limits, travelers receive local transportation reimbursement. For the purpose of travel under TDRL, the Service member's home is the PDS.

2. When outside the corporate limits, a Service member is authorized the standard travel and transportation allowances specified in Chapter 2 for travel to and from the medical facility. The same allowances apply to, from, and during a hearing.

3. A Service member admitted as an inpatient is reimbursed the actual cost charged by the hospital for daily meals. This rate begins day after arrival and continues through the day before departure. If the Service member is an outpatient, he or she receives the standard travel and transportation allowances specified in Chapter 2.

4. An attendant or escort may be authorized per Agency or Service regulations if the Service member is incapable of traveling alone.

C. Attendant or Escort. If authorized or approved, the attendant or escort may receive the standard travel and transportation allowances specified in Chapter 2. An attendant or escort who is neither a Service member nor civilian employee is issued an invitational travel authorization (ITA).

033005. Transfer to or from a Medical Facility or to Home—Including Insane or Mentally Incompetent Patients

A. Eligibility. A patient who is an active-duty Service member and is ordered to travel for necessary medical care is eligible for travel and transportation allowances.

B. Allowances.

1. A Service member is authorized the standard travel and transportation allowances specified in Chapter 2 or permanent change of station (PCS) allowances, as applicable. Advances may be paid against such allowances to an attendant or escort.

2. When transportation in-kind is furnished, the Service member patient and attendant or escort must be furnished in closed room accommodations when required under Service regulations.

C. Attendant or Escort. If an attendant or escort is authorized, he or she is eligible for the standard travel and transportation allowances specified in Chapter 2 for civilian employees. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

033006. Service Member Discharged from St. Elizabeth's Hospital, a Department of Health and Human Services (HHS) Medical Facility, or a Veterans Affairs Medical Center

A. Eligibility. A Service member who is a patient in St. Elizabeth's Hospital, an HHS medical facility, or a Veteran's Affairs Medical Center and is discharged from the medical facility may be eligible for travel allowances.

B. Allowances.

1. A Service member in the care of an attendant or escort who was discharged from the Service upon entry to the medical facility, and subsequently discharged from the medical facility, is:

a. Not authorized travel and transportation allowances if the medical facility is in the locality of the Service member's home.

b. Authorized monetary allowance in lieu of transportation (MALT) Plus from the medical facility to the Service member's home if the medical facility is not in the locality of the Service member's home. See Chapter 5 for details on MALT Plus.

2. A Service member who was not discharged from the Service, upon admission to the medical facility for observation and treatment, is authorized PCS travel and transportation allowances upon release from the medical facility.

033007. Medical Specialty Care Travel of More Than 100 Miles

This paragraph does not apply to a dependent outside of the continental United States (OCONUS) or to an active-duty Service member who is authorized medical travel.

A. Eligibility. A patient who requires non-emergency specialty care located more than 100 miles from the primary care manager's (PCM) office may be eligible for travel allowances if:

1. The patient is a TRICARE Prime enrollee (based on policy from OASD/Health Affairs policy, TRICARE Management Activity memorandum, dated June 22, 2001).

a. The military treatment facility where the TRICARE Prime member is enrolled, or the Lead Agent if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM.

b. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

2. The retired Service member has a combat-related disability and is not a TRICARE Prime enrollee, but requires follow-up specialty care, services, and supplies for that particular disability (based on policy from OASD/Health Affairs policy, TRICARE Management Activity/Health Plan Operations memorandum, July 14, 2009).

a. A TRICARE Regional Office in the region where the retired Service member resides determines if the specialty care is more than 100 miles from the PCM.

b. The retired Service member may travel for subsequent specialty referrals for that particular disability when authorized by the primary care provider.

B. Allowances.

1. Transportation

a. Government transportation should be used to the maximum extent practicable.

b. If Government transportation is not available, a patient who needs specialty medical care may be authorized or approved to use the following modes of transportation:

(1) Government-procured commercial transportation.

(a) The home and the terminal.

(b) The terminal and the specialty care provider facility.

(c) The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(2) Personally procured commercial transportation.

(a) The actual cost of the transportation is authorized, not to exceed the cost if Government-procured transportation had been available.

(b) Reimbursement is authorized for actual expenses for round-trip transportation between:

1. The home and the terminal.

2. The terminal and the specialty care provider facility.

3. The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(c) The transportation mode used must be the least costly available that meets the patient's needs.

(3) POV.

(a) Reimbursement is authorized at the Other Mileage Rate for the official distance between the patient's residence and the specialty care facility. A cost comparison is not required.

(b) Reimbursement is authorized for parking fees and highway, bridge, and tunnel tolls.

2. Lodging and Meals. Reimbursement is authorized for the actual cost of lodging—including tax, tip, and service charges—and the actual cost of meals—including tax and tips, but not including alcoholic beverages—limited to the locality per diem rate. Refer to Table 2-13 for rules on lodging taxes.

3. No other reimbursable expenses are authorized.

4. A medical authority may authorize a parent, guardian, or another adult member of the patient's family who is 21 years of age or older to serve as an attendant. The patient and the attendant cannot be reimbursed for the same travel expense.

C. Attendant. If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient's travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension. Extensions are limited to 30 days beyond the date of the amended travel authorization so that long-term TDY flat-rate per diem does not apply.

a. Travel authorizations for attendants must cite this paragraph as authority.

b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

033008. Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component (RC) Member

A. Eligibility. An RC member is authorized to receive travel allowances when authorized medical or dental care for an injury, illness, or disease incurred or aggravated while (10 U.S.C. § 1074a):

1. On active duty for a period of 30 or fewer days.

2. On Inactive Duty Training (IDT).

3. On funeral honors duty or lodged overnight immediately before serving on funeral honors duty at a location outside the commuting distance of the RC member's residence.

4. Traveling directly to or from a place where the RC member performs or has performed one of the following: active duty for a period of 30 or fewer days, IDT, or funeral honors duty.

B. Allowances.

1. The standard travel and transportation allowances specified in Chapter 2 are authorized for a Service member to travel between home and the treatment facility.

2. No allowances are authorized while at the treatment facility.

3. Allowances are not authorized if the injury is sustained or aggravated as a result of the Service member's gross negligence or misconduct.

033009. Organ Donation

An AO may authorize invitational travel using an ITA when travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

033010. Participation in Health Surveillance Program

A former civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoD Instruction (DoDI) 6055.05, "Occupational and Environmental Health (OEH)," dated November 11, 2011, may be issued an ITA. A Service may authorize or approve per diem and round-trip transportation between the residence and the medical facility to complete the health-surveillance evaluation.

033011. Service Member Escort or Attendant for Dependent Transferred Between Medical Facilities in CONUS

A Service member may be authorized as an escort or attendant, for a dependent that is transferred in a patient status from one medical facility to another in the CONUS, when required treatment is not available.

0331 Medical Travel When Stationed OCONUS

033101. Dependent Medical Care Travel OCONUS

A. Eligibility. A medical authority must determine the dependent's medical or dental care is necessary. If a medical authority is unavailable, then reference this paragraph (see par. 033101-C).

1. A dependent located OCONUS who has an active-duty sponsor who has been authorized, through the Secretarial Process, to receive medical care in a Service medical facility without reimbursement, may be eligible for travel and transportation allowances. The dependent must be accompanying a Service member who has been on active duty for 31 or more days, and the required medical or dental care must be unavailable at the PDS area OCONUS.

2. Transportation is not authorized for a dependent participating in a dental care plan (currently TRICARE) except for:

a. Emergency dental care.

b. Dental care provided at a location OCONUS.

c. Dental care not covered by the dental plan.

3. A dependent who travels for elective surgery is ineligible for travel and transportation reimbursement.

B. Allowances.

1. Transportation. An eligible dependent may receive transportation to the nearest medical or dental facility where adequate care is available. A dependent's return transportation is authorized to the Service member's PDS or to another place the AO determines to be appropriate.

a. Government transportation should be used to and from a medical or dental facility when available and meets the travel requirements. If Government transportation is not available, then a Service member's dependent who is a patient must be transported by one of the following:

(1) Government-procured commercial transportation.

(2) Personally procured transportation, limited to the actual cost of the transportation and to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

(3) POV authorized at the Other Mileage Rate for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. If multiple official travelers are in a POV, then only the person responsible for the vehicle's operating expenses is reimbursed mileage. Reimbursement for personally procured transportation is limited to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

b. An outpatient is reimbursed for the actual expenses for transportation between the transportation terminal, the medical or dental facility, and the lodging used for care received outside the Service member's PDS area. The transportation mode used should be the least costly mode that meets the patient's needs. If a POV is used, then the person responsible for its operating expenses is reimbursed at the Other Mileage Rate, based on odometer readings of distance traveled.

2. Lodging and Meals. An eligible dependent may be authorized the following at the medical or dental facility:

a. The actual cost of lodging—including tax, tips, and service charges—limited to the lodging portion of the locality per diem rate.

b. The actual cost of meals—including taxes and tips, but excluding alcoholic beverages—and incidental expenses, limited to the maximum meal rate and incidental expenses (M&IE) portion of the locality per diem rate.

Note: A dependent is not authorized reimbursement for meals for round-trip travel that is performed within 12 hours.

c. A newborn infant is authorized actual expense not to exceed one-half of the applicable daily locality M&IE rate.

3. Reimbursable Expenses. A dependent is authorized reimbursable expenses as specified in Chapter 2.

4. Attendant or Escort (10 U.S.C. §1040 and 37 U.S.C. §451(a)(2)(C)). An attendant or an escort is authorized if a dependent is physically incapable of traveling alone.

a. The authorization for an attendant or escort must be cited on the travel authorization.

b. The Agency directing the travel funds the attendant or escort travel.

5. Accompanying Dependent. The AO may authorize an accompanying dependent who is neither an attendant nor escort if all of the following conditions apply:

a. The accompanying dependent is command-sponsored at the PDS OCONUS and incapable of self-support.

b. No suitable care arrangements can be made at the PDS OCONUS.

c. The travel is in the Government's interest.

C. Documentation.

1. A written statement from a medical authority must support the need for travel confirming both of the following:

a. The seriousness of the condition.

b. The absence of adequate military and civilian facilities for proper treatment.

2. A travel authorization is required to support reimbursement.

a. The travel authorization must cite this paragraph by number as the authority for travel.

b. For all non-emergency medical care, the medical facility must agree to accept the patient before the AO issues a travel authorization.

c. If a medical authority is not available, the travel authorization must indicate this. The AO may determine in that case if proper medical or dental facilities are not available.

D. Attendant or Escort.

1. An attendant or escort is authorized the standard travel and transportation allowances specified in Chapter 2.

2. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

3. A non-Government civilian serving as an attendant or escort must be issued an ITA.

E. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the Service member. This authority should be used as a last resort.

F. Funds Advance. A travel advance is authorized for the patient and the attendant or escort in accordance with the DoD Component's policy and par. 010204.

033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS

A locally hired civilian employee who does not have a Service agreement is ineligible for this allowance.

A. Eligibility. An eligible civilian employee assigned to a foreign PDS OCONUS, or the civilian employee's dependent, may be authorized travel and transportation to another location when the local medical facilities (military or civilian) cannot accommodate his or her medical or dental needs. The Secretarial Process determines when the local medical facilities cannot accommodate.

1. Eligible individuals include:

a. A civilian employee permanently assigned to a foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

b. A dependent who resides with the civilian employee at the foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

c. A dependent who boards at a foreign school OCONUS and otherwise resides with the civilian employee at the foreign PDS OCONUS.

d. A dependent who was born during his or her mother's health care travel.

e. An attendant and an escort may be eligible to receive these medical travel allowances if the civilian employee or his or her dependent is incapable of traveling alone.

(1) An attendant is appointed by a medical authority.

(2) An escort is appointed by the civilian employee's supervisor or AO.

f. An accompanying dependent under the conditions in par. 033102-B5.

2. Eligibility factors include:

a. A civilian employee or dependent who requires treatment that must be completed before the next scheduled renewal agreement travel (RAT) or environmental morale leave (EML) and, if delayed, could result in the condition becoming worse. This includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, April 30, 2003).

(1) Schedule medical travel with other non-medical travel, if possible.

(2) The travel may be authorized under the conditions and limitations in this Section whether or not the health care is at Government expense.

b. A civilian employee or dependent requires dental care that, if delayed, could result in severe damage. Eligible dental care is defined Table 3-18.

Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS	
Type of Care	**Parameters**
Required Dental	Required care is treatment that must be completed before the next RAT or EML travel and, if delayed, could result in a need for Emergency Dental Care.
Orthodontic Dental	Orthodontic care is treatment required for proper occlusion.
Periodontal Disease	Periodontal care is treatment necessary to prevent permanent damage to the teeth and supporting structures.

3. Ineligible Medical and Dental Care. The following care is not considered required treatment and, therefore, does not meet the eligibility requirements:

a. Medical care for elective treatment, routine medical examinations, or routine immunizations.

b. Dental care for elective treatment, routine cleaning, superficial scaling, fluoridation treatment, or elective cosmetic dental treatment.

B. Allowances. The standard travel and transportation allowances in Chapter 2 are payable subject to the following limitations:

1. Transportation

a. The AO authorizes appropriate transportation to the facility closest to the civilian employee's PDS where suitable health care can be obtained, also known as the "designated point." The AO determines the designated point based on the advice of a professional certifying physician.

b. A civilian employee or dependent should use Air Mobility Command (AMC) resources when available and it meets the mission. The AO may authorize the standard travel and transportation allowances in Chapter 2 for health care transportation or follow the physician's recommendation for travel by private airline, ambulance service, or other specialized medical transportation provider when needed.

c. Transportation for health care is authorized from the foreign PDS OCONUS to the designated point and return to the PDS. However, an AO may authorize or approve transportation for health care to a location other than the designated point at the civilian employee's request.

(1) Transportation reimbursement to and from the civilian employee's requested location is limited to what the cost of the Government would have been had the official traveler arrived at the designated point.

(2) The civilian employee must agree, in writing to pay or reimburse the Government any excess travel and transportation costs incurred by the civilian employee or his or her dependent, or accompanying family members. See "Sample Excess Cost Agreement" in Appendix X.

(3) An obstetrical patient may choose to travel to the CONUS or non-foreign area OCONUS, but transportation at Government expense is authorized only to the nearest port of embarkation in the CONUS. Alternately, an obstetrical patient may choose to travel to a foreign location OCONUS that is not the "designated point," provided an Excess Cost Agreement is executed.

(4) A civilian employee or his or her dependent is only authorized health care transportation once per year for required dental care. The year begins on the first day of health care travel for the required dental care.

2. Baggage. The AO may authorize or approve excess accompanied baggage for medical travel because of climatic factors, health care necessity, or other adequate reasons in accordance with par. 020207.

3. Per Diem

a. Per diem is not payable for hospital stays.

b. Per diem is only authorized for a maximum of 180 consecutive days, which includes all of the following:

(1) Travel time to and from the designated point or elective destination.

(2) Necessary delays before treatment and while awaiting return transportation.

(3) Necessary outpatient treatment periods.

c. Per diem for dental patients may not be authorized for more than:

(1) Three days for emergency dental care. However, the AO may authorize a longer period if the severity of the dental condition requires more time to complete the emergency dental care.

(2) One day for required dental care.

d. Per diem may be authorized for travel periods to and from a location for health care other than the designated point requested by the civilian employee or his or her dependent. However, the number of days for which per diem is payable is based on the constructed travel time to and from the designated point.

e. The per diem rate is based on the applicable locality rate. If the civilian employee or his or her dependent travels to a destination other than the designated point, then the per diem rate is limited to the rate for the designated point.

f. Per diem for obstetric care travel may not be approved by the AO for 91 or more days, unless an early departure from, or a delayed return to, the PDS is medically required.

g. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at half the locality per diem rate.

4. Attendant or Escort. A civilian employee or dependent physically incapable of traveling alone may be authorized an attendant or escort. This authorization must be in the civilian employee's or dependent's travel authorization and cite this Section as the authority. An attendant or escort may be any person who provides the necessary assistance required by the civilian employee or dependent.

Note: A professional health care provider, attendant, or escort ordinarily is unnecessary on AMC medical evacuation flights.

5. Accompanying Family Member. The AO may authorize or approve a civilian employee or his or her dependent to have an accompanying family member on the medical travel if the AO determines that all three circumstances apply:

a. The family member is incapable of self-care at the PDS.

b. No suitable care arrangements can be made at the PDS.

c. The travel is in the Government's interest.

6. Separate Maintenance Allowance (SMA)

The civilian employee can request a Voluntary SMA on behalf of the dependent. Refer to Department of State Standardized Regulation 260, "Separate Maintenance Allowance," for details about the allowance.

C. Attendant or Escort. An attendant or escort is authorized to receive the standard travel and transportation allowances specified in Chapter 2. In addition to per diem for travel periods, an attendant or escort is authorized up to 3 days of per diem after arrival at the treatment center to consult with the treating health care providers and arrange return travel.

1. Travel Authorizations and Orders

a. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

b. A non-Government civilian serving as an attendant or escort must be issued an ITA or included on the same travel authorization as the civilian employee or dependent and identified on that authorization as the attendant or escort.

2. Contracting for an Attendant or Escort. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member or a professional health care provider to provide reasonable compensation in addition to the standard travel and transportation allowances specified in Chapter 2, to include compensation for excess accompanied baggage.

3. Travel Authorization or Order Extension. In extraordinary cases, the AO may approve longer periods of per diem if the attendant or escort is the patient's dependent and his or her presence is necessary to:

a. Help with the adult patient's treatment regimen.

b. Resolve a minor patient's medical problems, provide psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission or during outpatient treatment.

4. Non-Concurrent Travel. The AO may authorize an attendant to travel separately or at a different time than the patient when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

D. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the civilian employee. This authority should be used as a last resort.

0332 Designated Individual and Non-Medical Attendant Traveling to a Wounded, Ill, or Injured Service Member or Civilian Employee

033201. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Service Member

A retired Service member who incurs a serious injury or illness after retirement, whose injury or illness reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement is not covered under this authority.

A. Eligibility. An active-duty Service member, an RC member on active duty, a Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), a Senior Reserve Officers' Training Corps (SROTC) cadet paid under 37 U.S.C. § 209(d), or a retired Service member who is seriously ill or seriously injured may be eligible to have up to three Designated Individuals visit him or her at a medical facility.

1. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that the presence of a "Designated Individual" is necessary for the Service member's health and welfare. Once that determination is issued, the Service member may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit.

2. A Service member may change any or all of the Designated Individuals during the duration of the Service member's inpatient treatment.

3. If the Service member is unable to select a Designated Individual, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.

4. A Service member who is seriously ill or seriously injured does not require a declaration of brain death or that electrical brain activity still exists when death is imminent.

Table 3-19. Service Members Authorized Visits from Designated Individuals

Eligible Service Member	Eligibility Criteria to Receive Designated Individuals
Active-duty Service Member	• Seriously wounded, ill, or injured, including suffering from a serious mental disorder, or when death is imminent, who is hospitalized in a medical facility anywhere in the world. • Suffering from a wound or injury incurred in an operation or area designated by the Secretary of Defense as a combat operation or combat zone, who is hospitalized in a medical facility in the United States for treatment of that wound or injury.
RC Member on Active Duty	

Table 3-19. Service Members Authorized Visits from Designated Individuals	
Eligible Service Member	**Eligibility Criteria to Receive Designated Individuals**
RC Member Entitled to Disability Pay and Allowances (37 U.S.C. § 204(g))	• Physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent. • Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.
Retired Service Member	• Retired solely due to a wound, illness, or injury, or because death was imminent and he or she is hospitalized in a medical facility anywhere in the world. • Travel should occur about the same time as the incident because the authority is not intended to provide transportation at a later date.

B. Allowances. If the attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member determine in writing that the presence of a Designated Individual is necessary for the Service member's health and welfare.

1. Transportation

a. A Service member or civilian employee visiting a patient as a Designated Individual receives the standard travel and transportation allowances specified in Chapter 2.

b. A person other than a Service member or a civilian employee visiting a patient as a Designated Individual is authorized round-trip transportation between the Designated Individual's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV.

c. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

d. Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

e. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

f. Only one round-trip may be provided between the Designated Individual's home and the medical facility in any 60-day period.

(1) Not more than a total of three round trips may be provided in any 60-day period when a Service member authorized multiple Designated Individuals.

(2) The number of round trips in any 60-day period is reduced by the number of non-medical attendants the Service member is authorized.

(3) These numbers can be increased if the Service member, through the Secretarial Process, has been authorized more than three Designated Individuals.

2. Per Diem

a. During any time period, only three Designated Individuals may be paid per diem.

b. Per diem for a Designated Individual who is neither a Service member nor a DoD civilian receives per diem while in a travel status:

(1) A Designated Individual is authorized per diem for round trip to a medical facility at Government expense:

(a) While at the site during visits with the seriously wounded, ill, or injured Service member.

(b) For return travel to the Designated Individual's home.

(2) It is not necessary to compare costs for voluntary trips away from the medical facility as described in par. 020312.

3. A Designated Individual may be authorized reimbursable expenses.

4. Travel Authorizations and Orders

a. A Service member or civilian employee serving as a Designated Individual travels under a TDY order.

b. A non-Government civilian serving as a Designated Individual must be issued an ITA.

C. Funding. The wounded or ill Service member's organization is responsible for funding the travel of the Designated Individuals.

033202. Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet

A. Eligibility. A non-medical attendant is chosen by the Service member, the Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), or the SROTC cadet receiving pay under 37 U.S.C. § 209(d), who is hospitalized or requires continuing outpatient treatment for the wound, illness, or injury. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that an individual is appropriate to serve as a non-medical attendant and that his or her presence may contribute to the health and welfare of the Service member.

1. A non-medical attendant may *not* also be a Designated Individual.

2. Ordinarily, a Service member has only one non-medical attendant. Only in extenuating circumstances and then only through the Secretarial Process may more than one non-medical attendant be authorized.

B. Allowances.

1. A Service member or civilian employee serving as a patient's non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant's home and the medical facility.

2. A person other than a Service member or a civilian employee serving as a patient's non-medical attendant travels on an ITA and is authorized round-trip transportation between the medical attendant's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

a. Transportation.

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

(4) Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

(5) Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

(6) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS.

(7) A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant only gets the mileage from the old treatment location to the new treatment location. It's not the non-medical attendant's location used to calculate mileage; it's the location of the patient.

b. Per diem.

(1) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then:

(a) Per diem is *not* authorized while in the local area.

(b) Transportation and per diem may be authorized for the non-medical attendant to accompany the Service member to a location outside the PDS to receive further treatment.

(2) Per diem may be paid when an individual is authorized a round trip to and from a medical facility at Government expense:

(a) For travel to the medical facility.

(b) While at the site during visits with the seriously wounded, ill, or injured Service member.

(c) While accompanying the Service member to a subsequent location for further treatment.

(d) For return travel to the non-medical attendant's home.

(3) Voluntary trips home are not subject to a cost comparison, as described in par. 020312.

3. Non-medical attendants may be authorized reimbursable expenses.

4. Per diem may not be authorized for 31 or more days unless an extension is approved. Approved extensions must *not* exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long-term TDY flat-rate per diem does not apply.

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

033203. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Civilian Employee

A. Eligibility. A civilian employee who becomes critically ill or is seriously wounded while on official duty at an unaccompanied duty station and is subsequently medevac'd to another medical facility may be eligible for a Designated Individual (10 U.S.C. § 1599b; 22 U.S.C. § 4081). An "unaccompanied duty station" is a permanent duty station to which dependents are not permitted to go with the civilian employee. A TDY location in an area designated by the Secretary of Defense as a combat zone also qualifies. The injury or illness must be life threatening or have the potential for permanent life-changing conditions for the civilian employee.

1. The attending physician or surgeon must determine that a "Designated Individual" is necessary for the civilian employee's health and welfare. Once that determination is issued, the civilian employee may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit him or her at a medical facility.

2. A civilian employee's dependent or family member, which includes parents or guardians, siblings, non-dependent children, or any individual who holds a medical power of attorney to make medical decisions for the civilian employee may be eligible for travel allowances as a Designated Individual. Each Designated Individual is issued an ITA.

3. The authority to exceed three Designated Individuals may be authorized through the Secretarial Process only if the number of dependent children plus the spouse exceeds the limitation.

4. If the civilian employee is unable to select a Designated Individual, then the attending physician or surgeon selects the Designated Individual.

B. Allowances

1. Transportation

a. A Designated Individual for a critically ill or seriously wounded civilian employee is authorized:

(1) Transportation in-kind.

(2) Reimbursement for personally procured commercial transportation, up to the cost of Government-procured commercial air transportation. The rules for commercial air travel in Chapter 2 apply.

(3) Reimbursement for travel between terminals, which is *only* authorized for ground or air transportation between interim airports.

b. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

2. Per Diem

a. Per diem may be paid when a Designated Individual is authorized a round trip to and from a medical facility at Government expense:

(1) For travel to the medical facility.

(2) While at the hospital during visits with the critically ill or seriously wounded civilian employee for 30 or fewer days.

(3) For return travel to the Designated Individual's home.

b. Per diem is authorized for the travel time to and from the medical facility, and up to 30 days at the medical facility. Per diem is limited to 30 days at the medical facility.

3. Reimbursable Expenses. Reimbursable expenses as outlined in Chapter 2 are authorized, *except* for baggage expenses. There is no authority for the reimbursement of either excess or unaccompanied baggage expenses.

C. Funding. The civilian employee's command is responsible for funding.

CHAPTER 4

GOVERNMENT FUNDED LEAVE

0401 Applicable Allowances for Government-Funded Leave Travel

040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in par. 020101 applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine "reasonable availability" after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel

Type of Leave	Transportation Mode		
	Government Transportation	**Commercial Airplane, Bus, or Rail**	**Privately Owned Vehicle (POV)**
Emergency Leave Emergency Visitation Travel (EVT) Funded Environmental and Morale Leave (FEML) Rest and Recuperation (R&R) Special R&R (SR&R)	Space required.	● Transportation is limited to the policy constructed airfare. ● An eligible traveler may use City Pair Program airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair Program airfares cannot be used.	● Other Mileage Rate. (see par. 020210) ● Transportation is limited to the policy constructed airfare.

B. Standard Reimbursements. Table 4-2 lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in Table 4-2 when not included as part of the ticket cost.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel	
Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	**Allowances and Reimbursements not Authorized**
• Travel Management Company fees. • Charges for the first checked bag up to the carrier's standard checked baggage allowance. • Arrival or departure taxes or fees. • Currency conversion fees for allowable transportation costs. • Ground transportation between interim airports.	• Per diem or meal tickets. • Excess accompanied baggage. • Unaccompanied baggage. • Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML. • Terminal parking fees.

0402 Emergency Leave for Service Members

040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with Department of Defense (DoD) Instruction (DoDI) 1327.06, "Leave and Liberty Policy and Procedures." Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see par. 032001.

Table 4-3. Eligible Traveler for Personal Emergency Leave	
Traveler	**Eligibility Criteria**
Service Member	• On permanent duty outside the continental United States (OCONUS). • Assigned to a ship or unit operation OCONUS. • Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.
Dependent	• Is command-sponsored and residing OCONUS with the Service member. • Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS. • A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.

B. Allowances. An eligible Service member or dependent is authorized transportation from locations listed in Table 4-4. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if transportation to the destination was under par. 0402. Additionally, travel across the CONUS is at

Government expense if the CONUS must be crossed to get to the emergency-leave location OCONUS. See Section 0401 for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service member or dependent on emergency leave travel appear in Table 4-4.

Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel	
Authorized Origins	**Authorized Destinations**
Eligible Service Member or Dependent in the CONUS	
International airport nearest the Service member's PDS.	An international airport in a non-foreign area OCONUS, or any other location OCONUS, as determined by the Secretarial Process.
International airport nearest the dependent's location when notified of the personal emergency.	
Eligible Service Member or Dependent OCONUS	
● A Service member's PDS. ● The dependent's authorized location OCONUS. ● The Service member's or dependent's location when notified of the personal emergency, if the location is OCONUS.	● The international airport in the CONUS closest* to the location from which the Service member or dependent departed and to which air transportation is available along a normally traveled international route. This is the only criterion for the cost limit to be used for transportation to another airport. ● Any airport in the CONUS that is closer to the Service member's or dependent's destination if the transportation cost is less than the transportation cost to the international airport closest* to the location from which he or she departed and to which air transportation is available along a normally traveled international route. ● An airport in a non-foreign area OCONUS. ● Any foreign location OCONUS, as determined through the Secretarial Process.

**The closest port of entry in the CONUS is the standard of measure for determining the cost limitation (37 U.S.C. § 481d).*

Note: No authority exists for one-way emergency leave transportation from the CONUS back to a PDS OCONUS if a Service member or dependent is on personal leave in the CONUS when the emergency occurs. Nor does authority exist for one-way emergency leave transportation from OCONUS back to the CONUS PDS if the Service member or dependent is on personal leave OCONUS when the emergency occurs.

0403 Emergency Visitation Travel (EVT)

The reasons for EVT are divided into five categories with varying allowances, requirements, and limitations and are detailed in the subsequent paragraphs.

040301. Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship

EVT is not discretionary for travel under this paragraph once the approval authority confirms the need.

A. Eligibility. A civilian employee or dependent residing with the civilian employee at a foreign PDS OCONUS is authorized transportation allowances in specific emergency circumstances (10 U.S.C. § 1599b; 22 U.S.C. § 4081; and Department of State Foreign Affairs Manual 3, Section 3740, "Emergency Visitation Travel (EVT)," June 22, 2012).

1. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee's "actual residence" (see Appendix A).

a. Medical. Table 4-5 summarizes what a traveler may be authorized.

Table 4-5. Medical Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO with the assistance of medical authority, if available	• The civilian employee *or* the civilian employee's spouse or domestic partner can take one round trip to visit an *immediate* family member who is seriously ill or injured (see par. 040301-B). • If the civilian employee, spouse, or domestic partner returns to the PDS from the EVT visit, and the ill or injured family member subsequently dies, then the AO may authorize or approve a second trip.	One round trip for each serious illness or injury of each family member.

(1) EVT is to visit an *immediate* family member who is seriously ill or injured, such that death is likely to occur.

(2) The AO must validate that the family member's condition meets the requirements for EVT. A civilian employee's request for EVT for a medical reason must include sufficient information to enable the AO—with the assistance of a medical authority, if available—to determine whether the medical condition of the family member to be visited is severe enough that death is likely to occur. The request must also include:

(a) Name and address of the family member.

(b) Family member's relationship to the civilian employee or the civilian employee's spouse or domestic partner.

(c) Telephone number and e-mail address, if available, of the attending physician or hospital.

(d) Name, address, and telephone number of a person at the family member's location who may be contacted about the emergency and that person's relationship to the family member.

(3) If the family member is located in a foreign area, the AO must request assistance from the nearest PDS or medical facility to validate that the family member's medical status meets the requirements for EVT.

b. Eldercare. Table 4-6 summarizes what a traveler may be authorized.

Table 4-6. Eldercare Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO	• A civilian employee is limited to two round trips using EVT during his or her lifetime. The civilian employee's spouse or domestic partner is also limited to two round trips using EVT during the spouse's or domestic partner's lifetime. • The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.	Two round trips over the lifetime of each eligible traveler.

(1) EVT for eldercare is authorized when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent when the parent may not be able to live independently.

(2) When requesting EVT for eldercare, the civilian employee must submit a written statement or certification to the AO. It must contain:

(a) The number of EVT trips already taken by the civilian employee, spouse, or domestic partner during his or her lifetime for eldercare. After an individual uses EVT for eldercare for two parents, he or she cannot select any additional parents for EVT purposes.

(b) The name and address of the parent and the care facility, if the parent is under temporary care away from the normal residence. When the EVT request is authorized or approved, the parent's identity and the EVT must be recorded in the civilian employee's personnel record.

(c) A detailed description of the circumstances for which EVT is requested.

(d) Details about the manner in which the person who stood in loco parentis has fulfilled the role in place of a biological, step-, or adoptive parent.

(3) The civilian employee may designate the civilian employee's spouse or domestic partner to travel in the civilian employee's place, or the civilian employee may travel in the spouse's or domestic partner's place.

c. Death of an Immediate Family Member. Table 4-7 summarizes what a traveler may be authorized.

Table 4-7. Travel for Death of an Immediate Family Member		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
AO	● The civilian employee or the civilian employee's spouse or domestic partner is limited to one round trip to the place of interment when a family member dies. Travel must begin as soon as practicable upon notice of the death. ● When a civilian employee or the civilian employee's spouse or domestic partner visits a sibling at personal expense, and the sibling dies within 45 calendar days of when the traveler departed from the foreign PDS, then the traveler may elect either reimbursement for the round-trip visit already taken at personal expense or EVT round-trip transportation for the sibling's interment.	One round trip and travel must begin as soon as practicable following death notification.

(1) EVT is authorized for the interment of a civilian employee's spouse or domestic partner; child—including a stepchild or adopted child—or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner.

(2) Either the civilian employee *or* the civilian employee's spouse or domestic partner may be eligible for EVT, but not both.

d. Death of a Civilian Employee or Dependent. Table 4-8 summarizes what a traveler may be authorized.

Table 4-8. Travel for Death of a Civilian Employee or Dependent		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
AO	When a civilian employee or dependent dies in a foreign location, regardless of whether death occurs at the PDS or elsewhere in a foreign area, each of the civilian employee's dependents is authorized to accompany the body anywhere in the world.	One round trip to the place of interment for each eligible dependent who resides at the civilian employee's PDS.

e. Unusual Personal Hardship. EVT may be authorized for a civilian employee, spouse, or domestic partner who has exceptional circumstances that require emergency family visitation for reasons other than visiting an ill or injured family member, death of a family member, or care of an incapacitated parent. Table 4-9 summarizes what a traveler may be authorized. Requests must be supported by a statement from the civilian employee, detailing the exceptional circumstances. Documentation must:

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.

(2) Include the statement: "I [declare, certify, verify, or state] under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date]. [Signature]".

Table 4-9. Travel for Unusual Personal Hardship		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
Individual delegated authority by the DoD Component concerned	Each DoD Component establishes general criteria that warrant approval of EVT in exceptional circumstances for a civilian employee *or* a spouse or domestic partner residing with the civilian employee at a foreign PDS.	One round trip from PDS to EVT location and return.

2. The civilian employee *or* one dependent, but not both, is authorized EVT for a qualifying emergency. In exceptional circumstances, the AO may authorize or approve additional family members for EVT travel. Exceptional circumstances may include when:

a. A critical injury occurs to a dependent child attending school away from the PDS.

b. The civilian employee or dependent dies at the PDS and the remains are being returned for interment in the CONUS or a non-foreign area OCONUS.

c. A nursing child needs to accompany the mother, or a preschool child needs to accompany a single parent.

3. A civilian employee is ineligible for EVT when either of the following situations occurs:

a. The emergency travel is wholly within the foreign PDS area or country.

b. The civilian employee is not at the foreign PDS OCONUS on one of the following:

(1) Leave in the CONUS or a non-foreign location OCONUS.

(2) Temporary duty in the CONUS or non-foreign location OCONUS.

4. A dependent is ineligible for EVT when the emergency travel is wholly within the foreign PDS area or country.

B. Allowances. An eligible civilian employee or dependent is authorized round-trip transportation from a foreign PDS to the CONUS or a non-foreign area OCONUS. In certain family emergencies, the AO may approve another location. Refer to par. 0401 for transportation and reimbursable expenses. The provisions below apply to each traveler.

1. Transportation

a. Transportation is authorized from the eligible civilian employee's PDS to the CONUS or a non-foreign OCONUS location of the seriously ill, injured, or deceased dependent, or for eldercare.

(1) Use special or discounted fares offered for a short, round trip (excursion fares) with restrictions, such as minimum and maximum stays, to the maximum extent possible.

(2) Indirect routing may be authorized only when a civilian employee is performing official duties en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

b. When a civilian employee is on leave in a foreign location, or an eligible family member is in a foreign location away from the civilian employee's PDS, EVT allowances are limited to the Government's cost for traveling between the PDS and the EVT destination.

c. If the destination is in a foreign location, then reimbursement is limited to the transportation costs that would have been incurred between the civilian employee's PDS and actual residence. The only exception is if the traveler is using EVT to visit a person in a foreign location who is there because of the civilian employee's assignment at the foreign PDS. In such case, reimbursement is for the actual cost of transportation.

d. A civilian employee must repay the Government-paid or Government-reimbursed EVT expenses when EVT is used as a substitute for travel for purposes for which EVT is not authorized.

2. Travel Before Authorization. The civilian employee *or* the civilian employee's eligible spouse or domestic partner may travel before the AO authorizes the EVT.

a. Personally incurred transportation expenses may be reimbursed if the travel is approved after the fact.

b. The Government may provide transportation for EVT justified by medical reasons or for eldercare after the traveler executes a repayment acknowledgment. The repayment acknowledgment must include:

(1) "I certify that I have read and understand Joint Travel Regulations (JTR), Chapter 4, Section 0403, and related JTR sections, and that all expenditures made by the Government in connection with my emergency visitation travel, [or emergency visitation travel of my eligible spouse or domestic partner, [Name]], shall become my personal financial responsibility. These expenditures are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in par. 0403. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

(2) The civilian employee's signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent's illness at the time of travel.

(3) Detail the parent's health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: "I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct."

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See Chapter 5 for the effect of EVT on RAT and Chapter 6 for the effect on family visitation travel.

C. Funding. The civilian employee's command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Refer to DoDI 1400.25, Volumes (Vol.) 630, "DoD Civilian Personnel Management System: Leave," and 1260, "DoD Civilian Personnel Management System: Home Leave," both dated March 19, 2015, for information about charging leave.

0404 Funded Environmental and Morale Leave (FEML)

The FEML policy is established for a Service member in DoDI 1327.06. This policy is adopted and used for civilian employees. When a Service member or civilian employee qualifies for both FEML and COT leave travel or RAT, then he or she is eligible for only one of the funded-transportation leave programs.

040401. FEML Transportation

A. Eligibility.

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months (10 U.S.C. § 1599b and 22 U.S.C. § 4081(6)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the

civilian employee's dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in Table 4-10. Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in Table 4-10. A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on Table 4-10, as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty (CBCA 1067-TRAV, June 26, 2008) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension

Tour Length	Number of FEML Trips Authorized
At least 24 months, but less than 36 months	1
Tour *extended* at least 12 months	1 additional
New tour *assignment* at least 24 months, but less than 36 months	1 additional*
At least 36 months	2
Tour *extended* for any length of time	0 additional
New tour *assignment* at least 24 months	1 additional*
New tour *assignment* at least 36 months	2 additional*

** A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.*

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See Appendix S for a list of authorized FEML locations,

destinations, and authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

1. Alternate Destination Transportation. An eligible traveler may select an alternate destination rather than the one listed in Appendix S.

a. Transportation reimbursement is for the actual cost of transportation, but the reimbursement cannot exceed the cost of Government-procured transportation between the FEML PDS and the authorized destination.

b. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.

2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

a. A compassionate transfer.

b. A management initiated transfer.

c. An involuntary separation that is no fault of the civilian employee.

d. Training needs.

e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

0405 Travel for Rest and Recuperation (R&R) Leave

Regular R&R leave and Special R&R (SR&R) leave policy is established in DoDI 1327.06. This policy is adopted and used for civilian employees. A dependent or family member is ineligible for R&R leave transportation.

040501. R&R Leave

A. Eligibility.

1. A Service member or a civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to a location OCONUS identified in Table 4-11.

2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or civilian employee requests it. The CCDR or designated representative, who must be at least a General Officer or Flag Officer, may authorize the combined travel if it is in the Government's best interest. Travelers may be eligible for additional R&R leave transportation depending upon the tour of duty identified in Table 4-12.

Table 4-11. Authorized Duty Locations and R&R Destinations		
Authorized Duty Location	**R&R Destination OCONUS**	**R&R Destination in the CONUS**
Afghanistan	Airport closest to leave point	Airport closest to leave point
Chad (effective Oct 1, 2010)	Not applicable (N/A)	Dulles, Virginia* (Va.)
Cuba (Joint Task Force-GITMO only)	Muñiz Air National Guard Base, Puerto Rico	Naval Air Station Jacksonville or Naval Station Norfolk
Democratic Republic of Congo (effective Oct 1, 2010)	N/A	Dulles, Va.*
Djibouti	Airport closest to leave point	Airport closest to leave point
Ethiopia (effective Oct 1, 2010)	N/A	Baltimore, Maryland* (Md.)
Iraq	Airport closest to leave point	Airport closest to leave point
South West Asia (Joint Task Force-SWA only)	Frankfurt, Germany	Baltimore, Md.*
Jordan	Airport closest to leave point	Airport closest to leave point
Kenya (effective Oct 1, 2010)	N/A	Baltimore, Md.*
Pakistan	Airport closest to leave point	Airport closest to leave point
Somalia	Airport closest to leave point	Airport closest to leave point
Sudan (effective Oct 1, 2010)	N/A	Dulles, Va.*
Syria	Airport closest to leave point	Airport closest to leave point
Uganda (effective Oct 1, 2010)	N/A	Dulles, Va.*
Yemen	Airport closest to leave point	Airport closest to leave point

**For international travel to Washington, D.C., or to Baltimore, Md., a City Pair Program airfare from origin to "WAS" airports constitute the airfare for constructing transportation costs.*

B. Allowances. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination, both of which are identified in Table 4-11. A civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-14. An eligible traveler may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

Table 4-12. Tours of Duty that Receive R&R Transportation	
Type of Tour	**Criteria for Eligibility**
Standard	The eligible traveler must be at an authorized duty location listed in Table 4-11for 91 or more days before taking the first R&R leave. One R&R leave trip is authorized for each standard 12-month tour.
Contingency	A traveler on a TDY for 12 months or more at a location OCONUS that is listed in Table 4-11 is eligible for one R&R leave trip after serving 60 or more consecutive days at the TDY site. The CCDR at the TDY location, or a designee not lower than the General or Flag Officer level, may waive the 60-day minimum requirement for R&R leave.
Extended	If the traveler volunteers to extend a 12-month tour of duty to 18 months or more, then the traveler is eligible for an additional R&R leave trip after serving 18 months in the authorized duty location.

C. Designating Authorities. The authorities listed in Table 4-13 designate the authorized duty locations and destinations for R&R leave, which must meet the requirements of DoDI 1327.06. Do not send designation requests to the Per Diem, Travel, and Transportation Allowance Committee.

Table 4-13. Designating Authorized Duty Locations for R&R Leave Transportation

Service or Agency	Point of Contact for Requests
DoD Services	Send requests through Combatant Command channels to Principal Deputy Under Secretary of Defense for Personnel and Readiness.
National Oceanic and Atmospheric Administration (NOAA)	Send requests to the Director of NOAA Corps.
U.S. Public Health Service	Send requests to the Assistant Secretary for Health, Department of Health and Human Services.
U.S. Coast Guard	Send requests to the Commandant (CG-133), U.S. Coast Guard.

040502. Official Duty in Iraq, Afghanistan, or Pakistan

A. Eligibility. A civilian employee on a permanent duty assignment, temporary change of station, or TDY in Iraq, Afghanistan, or Pakistan for the specified amount of time is eligible for R&R leave transportation to the locations specified in Table 4-11.

1. An eligible civilian employee must be in an approved leave status while traveling to, from, and during the R&R leave trip (see DoDI 1400.25, Vol. 630).

2. The civilian employee is expected to return following the R&R leave trip. The Government has the authority to reclaim its costs for transporting a civilian employee who does not return to Iraq, Afghanistan, or Pakistan after the R&R leave trip.

B. Allowances. The number of R&R trips is specified in Table 4-14. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

Table 4-14. Duty Assignments for a Civilian Employee in Iraq, Afghanistan, or Pakistan that Receive R&R Transportation

Length of Assignment	Criteria for Eligibility
At Least 6 Months but Less than 12 Months	A civilian employee eligible for R&R leave is authorized one round trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan.
12 Consecutive Months or More	A civilian employee eligible for R&R leave is authorized three round trips. He or she can take the first trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan and take the remaining trips at reasonable intervals.

040503. Special R&R (SR&R) Absence in Connection with a Tour Extension

A. Eligibility. A Service member classified in a career specialty designated for SR&R must meet *all* of the following criteria to be eligible for SR&R transportation allowances:

1. Be entitled to basic pay.

2. Complete a tour of duty at a designated PDS OCONUS and execute an agreement to extend that tour for one or more years.

B. Allowances.

1. An eligible Service member may receive one of the following:

a. Round-trip transportation and 15 days of SR&R absence after completing a designated tour OCONUS of 12 or fewer months.

b. Round-trip transportation and 20 days of SR&R absence after completing a designated tour OCONUS of 12 or more months.

c. Special pay for an extension of duty instead of SR&R.

2. Round-trip transportation for SR&R leave is authorized between the PDS OCONUS and either the nearest port in the CONUS (10 U.S.C. § 705(b)(2)) or an alternate destination. The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between the PDS OCONUS and the nearest port in the CONUS. Refer to Section 0401 for transportation and reimbursable expenses.

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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 Chs 3 and 4.

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. 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.

C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, TLE, and per diem computation.

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. 032401.

2. Applicant and a rejected applicant of the regular service. See par. 5063 and 7660.

3. RC member. See par. 0323.

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. 010401.

2. Member discharged under other than honorable conditions. See par. 5067.

3. Prisoner. See par. 030706 and 030707.

5004 ELIGIBILITY AND ALLOWANCES TABLE

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.

Table 5A-1

Movement Situation	Mbr Travel	Dep Travel	HHG Transp	NTS [1]	POV Shipment[2]	POV Storage[2,3]	Mobile Home Shipment [3]	DLA [4]	TLE [5]	TLA[6]
	Ch 5B	Ch 5C	Ch 5D	Ch 5D	Ch 5E1	Ch 5E2	Ch 5F	Ch 5G	Ch 5H	Ch 9C
Travel to 1st 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 [12] (each) Yes [12, 13] (each)	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 1st term Mbr did not complete 90% of 1st 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 A.

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. 010103.

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 par. 010204.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5010 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. Travel by POV (par. 5164),

2. Procure common carrier transportation (par. 5014), or

3. Be provided transportation in kind (par. 5014-D).

B. Exceptions. A member may elect the travel and transportation options listed above except when:

1. Travel is performed partly at personal expense and partly by Gov't procured transportation and/or Gov't conveyance (par. 5016),

2. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. 5020),

3. Travel OCONUS is involved (par. 5018),

4. There are special circumstances (Ch 5, Part A2c and Chs 3 and 4), or

5. POV delivery/pickup is involved (par. 5354).

5012 TRAVEL TIME

A. General

1. A member performing PCS travel is authorized the travel time allowable to complete the PCS move.

2. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the DoD component concerned.

3. In computing travel time, distance is disregarded from the home, office, or residence to the local transportation terminal, or vice versa.

4. Except as in par. 5054, travel time is computed under pars. 5155, 5018-C3, 5016-B, and 5012-B.

5. The maximum travel time that may be allowed under this par. is that which would have been allowed under par. 5155-A had travel been performed entirely by POV.

6. A member reassigned between activities at the same PDS is allowed no travel time. See par. 5000 for proximity PCS.

7. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points that were used to determine the member's travel allowances.

8. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.

9. When POV delivery/pick up is separate from PCS travel, allowable travel time is computed IAW par. 5155-A.

10. Travel time allowed may differ from the time allowed for per diem computation purposes.

11. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POV. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POV fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations might require an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5014 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy. It is mandatory policy for all members to use an available TMC for all official transportation requirements.

B. Reimbursement

1. A member who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in par. 020207.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. is based on the policy constructed airfare.

4. If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 010201 (B-163758, 14 Aug 1975).

C. Per Diem. Per diem is computed under Ch 5, Part A3b.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the member is authorized per diem under par. Ch 5, Part A3b.

5016 MIXED MODE TRAVEL

A. General

1. Reimbursement. If travel is by mixed modes for a separate journey (par. 020205), reimbursement is determined under par. 5016-A3.

2. Exception. The following is not part of mixed mode travel in a journey:

a. Travel between the duty station and local transportation terminal, or

b. Travel between local transportation terminals.

3. Computation

a. Total reimbursement for POV and personally procured commercial travel may be no more than the MALT Plus payable for the entire ordered travel distance less the cost of any Gov't procured transportation used for a portion of the journey.

b. Do not collect excess cost from the member if deducting the cost of the Gov't procured transportation from the MALT Plus results in a negative amount.

4. PCS Mixed Modes Example. The rates in this example may not be current. See App A for the Standard CONUS per diem rate. See the DTMO website for the MALT rate.

Date	Departure/Arrival	Location	Transportation
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POV
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POV is $.23/mile		MALT Plus per diem rate is $142/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $142/day x 3 days =	$ 426.00
	Total Actual Cost	$931.99

COST FOR POV TRAVEL FOR THE ORDERED DISTANCE		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $142/day x 9 days =	$1,278.00
	Total Constructed Cost	$1,964.32
Reimburse to the member the actual cost ($931.99) NTE the constructed cost ($1,964.32).		
	The Member is Due	$931.99

B. Mixed Modes Travel Time

1. General

a. Authorized travel time for travel by mixed modes is:

(1) Travel time authorized for the total distance traveled by POV in whole days IAW par. 5155-A, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5018-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 5155-Aas if POV were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in pars. 20204, 020210;

(2) Step 2. Determine the total number of miles traveled by POV, NTE the distance in Step 1, and compute travel time IAW par. 5155-A;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POV been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; member travels 800 miles by POV, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POV travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; member travels 800 miles by POV, and 700 miles by air. Travel time for 800 miles by POV (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POV used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; member travels 200 miles by POV, and 500 miles by air. Travel time is allowed for 200 miles by POV (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to

leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles). Chicago to new PDS Ft. Irwin CA (2,094 miles). Ft. Belvoir to Ft. Irwin is 2,627 miles. Ft. Belvoir to Chicago is 715 miles.

If the member travels by POV the entire trip, travel time is computed using 2,627 miles.

If the member travels by POV from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POV from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft Belvoir to Miami, then by POV from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POV travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5018 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as provided in pars. 5018-B and 5018-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/ limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part A2a for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5018-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part A2a for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5018-A1 or 5018-A3, IAW par. 5354.

B. When only Land Travel Is Involved. Except as in par. 5018-C, a member on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in par. Ch 5, Part A2a for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is Gov't/Gov't procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5018-A; and

b. Dependent travel under par. 5082; and

c. POV delivery to the loading port/VPC for transportation under par. 5354.

2. POV Travel. See par. 5162.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POV, see par. 5162.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't/Gov't procured Transportation Available. If Gov't and Gov't procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized. See par. 020208.

b. Gov't/Gov't Procured Transportation Not Available

(1) Gov't/Gov't Procured Transportation Not Available. When Gov't/Gov't procured transportation are not available, the member is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See pars. 010103, 020201, and 020206 for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route (see App A), the member is authorized:

a. MALT Plus for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the member's transportation on the direct route if travel by non U.S. flag carrier on the circuitous route is supported by the documentation required in par. 020206, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the member would have been authorized under par. 5018-A via the direct route between the old and new PDSs.

3. Transoceanic Travel Directed. If transoceanic travel by Gov't/Gov't procured transportation is directed and the member travels by a different mode, the maximum cost computed under par. 5018-A must be reduced by the

unused directed transportation mode cost.

5020 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 3, PART A) IS DIRECTED

A. Mandatory Policy. It is mandatory policy that all members use an available TMC for all transportation requirements.

B. Transoceanic Travel

1. When travel is directed (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See pars. 020208 and 5018-C4.

2. The policy in par. 020208-B allowing reimbursement NTE the directed mode cost does not apply.

C. Members Traveling Together under an Order Directing No/Limited Reimbursement

1. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order.

2. The TDY per diem rules in Ch 2 also apply for PCS.

3. This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction

1. Each Service may issue regulations permitting AOs to direct use of Gov't transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station.

2. See pars. 020208, 020209, 020210 if the directed transportation mode is not used.

3. When meal tickets are not available and meals and/or lodging are/is required, reimbursement is authorized for occasional meals and lodging under par. 020305.

4. If Gov't/Gov't procured transportation and/or meal tickets are used, the member is authorized reimbursement of reimbursable expenses under Ch 2.

E. Travel Reimbursement. Unless otherwise prohibited in these regulations, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. NOTE: Member transoceanic PCS travel is a notable exception.

5022 NEW PDS IS A SHIP

A. General

1. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded.

2. If the ship is at sea, then the last place departed is the "new PDS rate."

B. Examples:

1. Example 1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for

that travel day.

2. Example 2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. Example 3. A member travels PCS from USS Enterprise to USS Normandy, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. 5050.

5024 PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM

A. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate used in these examples may not be current. See the DTMO website for the current rate.

B. Examples

1. Example 1

Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POV	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi $25
	Arrive:	New PDS		
Member spends $115 for lodging on 15 July. POE per diem rate is $188 ($126/ $62). POE is not the local terminal for the old PDS. M&IE for the new PDS is $51. MALT rate per authorized POV is $.23/mile.				
REIMBURSEMENT				
15 Jul	Per diem: $115 ($115 < $126) + (75% x $62 = $46.50) =			$ 161.50
	MALT: 114 miles x $.23/mile =			$26.22
16 Jul	Per diem: 75% x $51 =			$38.25
	Taxi			$ 25.00
Total Reimbursement =				$250.97
MALT & Lodging Plus per diem are paid for the same day.				

2. Example 2

Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POV	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
Member spends $110 for lodging on 3 Aug. POE per diem rate is $161 ($110/ $51). M&IE for the new PDS is $60. Standard CONUS per diem = $142. MALT rate per authorized POV is $.23/mile.				
REIMBURSEMENT				
1 & 2 Aug	$142/day x 2 days			$284.00
3 Aug	$110 + $51 =			$161.00
	805 miles x $.23/mile =			$185.15
4 Aug	75% x $60 =			$ 45.00

	Taxi	$ 20.00
Total Reimbursement =		$695.15
Though there is another MALT Plus per diem day payable, pay Lodging Plus computed per diem for the night spent at the port.		

3. Example 3

Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POV	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POV	
10 Jun	Arrive:	New PDS		300 miles
Member spends $75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is $189 ($125/ $64). Standard CONUS per diem = $142. MALT rate per authorized POV is $.23/mile.				
REIMBURSEMENT				
1 to 3 Jun	$142/day x 3 days =			$426.00
4 Jun	$75 + $64 =			$139.00
	1,200 miles x $.23/mile =			$276.00
5 to 9 Jun	($75 + $64)/day x 5 days =			$695.00
10 Jun	$142/day x 1 day =			$142.00
	300 miles x $.23/mile =			$ 69.00
Total Reimbursement =				**$1,747.00**
MALT is paid 4 June; pay Lodging Plus per diem since the member arrived at the TDY location that day.				

4. Example 4

Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POV	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POV	120 miles
	Arrive:	New PDS		
Member spends $109 for lodging on 10 Jul. POE per diem rate is $155 ($101/ $54). POD is not the local terminal for the new PDS. New PDS M&IE is $82. Standard CONUS per diem = $142. MALT rate per authorized POV is $.23/mile.				
REIMBURSEMENT				
1 to 9 Jul	$142/day x 3 days =			$426.00
10 Jul	$101 + $54 =			$155.00
	1,080 miles x $.23/mile =			$248.40
11 Jul	75% x $82 =			$ 61.50
	120 miles x $.23/mile =			$ 27.60
Total Reimbursement =				$918.50
Though MALT is paid 11 July, pay Lodging Plus computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.				

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5026 GENERAL

A. MALT Plus Flat Per Diem.

1. A MALT Plus flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. 5012.

2. Each member traveling in a POV is authorized the Standard CONUS per diem rate.

B. Gov't Qtrs and/or Gov't Dining Facilities. If used, Gov't Qtrs and/or Gov't dining facilities have no effect on the per diem amount paid.

5028 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The new PDS per diem rate and the computation in pars. 020303, and 020304 are used for PCS travel when transportation is personally procured (par. 5014), or furnished as transportation-in-kind (par. 5014-D), for separate legs of a journey (par. 020205).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 020309, Table 2-20.

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

D. New PDS is a Ship. See par. 5022.

5030 PARTIAL TRAVEL DAYS

The 75% rate in par. 020310 applies to departure and arrival days at:

1. PDSs,

2. Designated places,

3. Safe haven (when PCS travel is via a safe haven location).

4. COT leave locations when Lodgings Plus per diem is paid.

5032 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 020310-C).

5034 PER DIEM FOR POV TRAVEL INVOLVING A CAR FERRY

See par. 5163.

5036 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for a traveler and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

5038 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

The following are examples of per diem computation, when Gov't or commercial transportation is used. The examples also cover crossing the international dateline (IDL).

A. Example 1

Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Traveler spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =		$ 223.50
18 Feb	$51 (destination M&IE rate) =		51.00
18 Feb	$51 + $100 ($100 is less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$454.75

B. Example 2

Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			
REIMBURSEMENT			
18 Feb	75% x $51 (destination M&IE rate) =		$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate)		29.25
Total Reimbursement			$218.50

C. Example 3

Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
5 Mar	75% x $39 (new PDS rate) =		$ 29.25
5 Mar	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$58.50

5039 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order.

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. 020315-Q.

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. Par. 0206 when travel is within the area defined in par. 020603, or

2. Par. 010203 when travel is from outside the area defined in par. 020603.

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. 020305.

E. Travel Outside the TDY Location

1. General. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 2 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 pars. 020315, 020602, 020603 and Table 2-27.

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 POV.

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:

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 POV.

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 POV.

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. 5155-B) 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. 5155-B) 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 POV.

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.

5059 SERVICE ACADEMY CADETS AND MIDSHIPMEN

A. Entrance. An active duty enlisted Service member entering a Service academy is authorized standard PCS allowances from the last PDS to the Service academy. A person other than an enlisted Service member who is entering a Service academy is authorized standard PCS allowances from the home or school to the Service academy.

B. Graduation. When commissioned and ordered to active duty, a graduate of a Service academy is authorized PCS allowances from the Service academy or home to the new PDS, via any TDY en route locations. PCS allowances are calculated based on the actual distance traveled, limited to what would have been paid based on the official distance from the academy or home to the first PDS via any TDY en route locations designated in the travel order.

C. Separation. When a cadet or midshipman (including a graduated cadet) resigns, is dismissed or discharged, is authorized the PCS allowances in Chapter 5, Part A for travel from the academy to the abode, home or PDS.

D. Rejected Applicant. When a prospective cadet or midshipman (other than enlisted) travels to an academy at the Government's invitation to accept an appointment, as is rejected for admission, they are authorized the PCS allowances in Chapter 5, Part A for travel not to exceed the allowances from the academy to the abode, home or school (certified to be the place from which travel began) (53 Comp. Gen. 236 (1973).

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 (pars. 020103, 020207, and 0204) 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. 020306).

2. Reimbursable Expenses. See pars. 020103, and 0204 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 rateis paid for POV travel for personal convenience for the official distance of the ordered travel (par. 020210), and/or

b. Reimbursement is provided for occasional meals and Qtrs (par. 020305) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the member is reimbursed under par. 020207 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.

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.

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. 020207, 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.

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.

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 l 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 pars. 020213 and 010203.

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 A 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 A, 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 A) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections) is $1,200

Member desires to utilize COT travel to CONUS Location B. City pair airfare to/from CONUS Location B is $1,400

Least expensive policy constructed airfare to/from CONUS Location B is $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 is $980

Member desires to utilize COT travel to/from CONUS Location B. Round trip city pair airfare to/from CONUS Location B is $840

Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B ($840) NTE the $980 cost to HOR.

3. POV 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 POV 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. 020208, 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 is $775

Member elects not to use the TMC (policy violation and par. 010104)) for COT leave travel from the PDS to the HOR. Member purchases a one way transoceanic ticket for $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) is $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 for $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. POV Use. When the Service authorizes/approves POV 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 POV use, reimbursement is limited to the policy constructed airfare (see App A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POV 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) POV transportation to the CONUS HOR a distance of 3,063 miles one way.		
POV MALT: 3,063 miles x $.23/mile =		$ 704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x $129/day =		$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =		$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =		$ 580.50
Total actual amount =		$ 3,316.74
In this example, the city pair airfare to the CONUS HOR is less expensive than POV 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 POV 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 POV 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 POV 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 =		$ 70.00
Total constructed Gov't city pair airfare cost =		$4,040.88
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POV transportation to the CONUS HOR a distance of 3,063 miles one way.		
POV MALT: 3,063 miles x $.23/mile =		$704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x $129/day = $1,161	
Member's authorized per diem =		$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of $580.50/child x 2 children =		$ 1,161.00
Total actual amount =		$3,897.24
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POV MALT Plus travel to the HOR. Since the policy constructed airfare exceeds the actual POV cost, the member is reimbursed the actual amount of $3,897.24. If the Secretarial Process authorizes/approves POV use, the member is authorized MALT Plus on behalf of eligible travelers.		

2. Travel Status. A member is in a travel status (see par. 010203) 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. 040503), 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. 040503 and DoDI 1327.06.

CHAPTER 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 Chs 3 and 4.

E. Transportation Mode and Routing. See par. 0202 for authorized transportation mode and routing for dependent travel.

F. Transoceanic Travel. See par. 020208 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 2.

I. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.

J. Reimbursable Expenses. Reimbursement for expenses are authorized when incurred incident to dependent PCS travel.

K. Receipt Requirements. See par. 010301.

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 A).

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. POV 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 POV travel, plus per diem (par. 5094) for the required travel days between authorized points, NTE the allowable travel time in par. 5155-A.

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. 032201);

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. 032201, "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. 032201) 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. 032302.

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 A). 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 A, 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. 010204.

B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.

C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.

D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

5082 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

2. A dependent is required to use Gov't air transportation. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized. See par. 020208.

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 par. 5018-C4b(2) for stateroom standards and par. 020206-I for 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 pars. 5163, 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 A). 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 on the DTMO website 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 par. 0203 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 POV

a. The MALT rate 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 POV

a. The MALT rate 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.

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. 020208, 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. 020208, 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. 5093-A or 5093-B.

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.

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. 020303-F, Table 2-15 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 POV is used and a dependent traveling in a POV 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.

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.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1 to 3 Aug	Old PDS	POE	POV	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.

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.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POV	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	$ 25.00
	Total Reimbursement	$746.50

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)

5096 GENERAL

A. Scope. This par. covers situations in which dependent(s) return before the member's PCS, in the Gov't's best interest.

B. Authorization. An order for dependent travel under this par. must cite the specific paragraph (par. 5098, 5100, or 5102) under which the travel is authorized.

C. Official Notice of PCS

1. The dependent must begin travel under par. 5098, 5100, or 5102 before official notice of a PCS from the OCONUS PDS is given to the member (DoDI 1315.18, Encl 5, par. 6f).

2. Discussion/negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.

D. Evacuation Travel. See Ch 6 for dependent evacuation travel.

E. HHG Transportation ICW ERD. See Ch 5, Part A5i.

F. POV Transportation ICW ERD. See Ch 5, Part A6d.

G. Foreign National to Native Country. If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

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

5098 OFFICIAL SITUATIONS

A. Incidents. When a command sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:

1. Is embarrassing to the U.S.; or

2. Is prejudicial to the command's order, morale, and discipline; or

3. Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and antiterrorism considerations; or

4. Requires the dependent to register as a sex offender under the laws of any jurisdiction.

B. Dependent Travel Authorized to a Designated Place

1. Dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS/non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country.

2. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at Gov't expense to the spouse's native country (par. 5116-A4), are eligible for dependent travel and transportation allowances under par. 5098.

3. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

4. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. 5098-A3.

5. A dependent in par. 5098-A1 and 5098-A2 may not move again at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT.

6. If the dependent(s) returns at personal expense and is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

7. Dependent travel and transportation is in addition to, and has no effect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).

8. The Secretary concerned may delegate this authority to:

a. The headquarters that directs the Service's dependent transportation policies/procedures for travel to a foreign born dependent's native country, or

b. The installation commander (O-5 or higher) or the commanding officer of the unit to which the member is assigned for CONUS/non-foreign OCONUS designated places.

5100 NATIONAL INTEREST

A. Dependent Travel Authorized to a Designated Place. When the Secretary concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander/designated representative may authorize travel and transportation allowances for a command sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign born, to a destination in the dependent's native country.

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

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

A. General

1. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized

through the Secretarial Process under this par. to a designated place in the:

a. CONUS/non-foreign OCONUS area, or,

b. Dependent's native country, if the dependent is foreign born (see par. 5096-G).

2. A command sponsored dependent, of a member serving an OCONUS dependent restricted tour, is eligible for travel and transportation allowances under this par. if the dependent:

a. Remains at the member's old OCONUS PDS after the member's PCS, or

b. Is foreign born and moves at Gov't expense to the spouse's native country.

3. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under this par. when the circumstances in par. 5102-B8 apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

4. Travel under pars. 5102-B5 and 5102-B8, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.

5. ERD may be approved, when return travel is for the reasons in pars. 5102-B2 and 5102-B5 (B-195708, October 17, 1979).

6. Except for travel for the reasons in pars. 5102-B2 and 5102-B5, when a dependent travels without an order under circumstances described in Ch 5, Part A5i, no reimbursement for such travel is authorized even though an order is later issued under par. 5276-C4 (B-157765, 15 November, 1965).

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

1. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing;

2. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;

3. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. (B-156558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 Comp. Gen. 343 (1978));

4. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and wellbeing. Such determinations must be made by the COCOM Commander and considering the recommendation of the Service concerned major commander in the area. (Determination authority may be delegated no lower than general/flag officer rank in the respective COCOM Commander's headquarters.);

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

a. Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or

b. Other situations which have an adverse effect on the member's performance of duty.

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

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

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

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

8. A member is:

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

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

c. Discharged OCONUS under other than honorable conditions;

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

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

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

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

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

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

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

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

11. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem/situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem.

12. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained.

13. If the member's situation does not meet the criteria, the request must be denied. Early return of a

dependent(s) under par. 5102-B must be employed judiciously; it is a last resort.

14. The Secretary concerned may delegate the authority in par. 5102-B to:

a. The headquarters that directs the Service dependent transportation polices or procedures for travel to a foreign born dependent's native country, or

b. An officer (O-5 or higher or civilian employee equivalent), who is the activity commander level, support group commander, or the unit commanding officer, to which the member is assigned for travel to CONUS/non-foreign OCONUS location. See DoDI 1315.18, Procedures for Military Personnel Assignments.

15. For dependent travel under par. 5102-B8, decision authority rests with the officer exercising special/general court martial jurisdiction over the member.

16. Except for travel under par. 5102-B8, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS.

17. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. 5102-B8a through 5102-B8h may not exceed the cost from the member's last/ former OCONUS PDS or the place to which dependent was last transported at Gov't expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. 5102-B8i, such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required under this par., must support the transportation procurement documents for allowances under this par.

C. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Gov't expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

D. Subsequent Authority. Authority for dependent travel and transportation allowances:

1. Is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).

2. Under par. 5074-A, whose dependent was not returned to an OCONUS area under par. 5102-C, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under Ch 5, Part A5i to the destination authorized in the reassignment order.

5104 DIVORCE OR ANNULMENT

A. General

1. A member permanently stationed OCONUS whose marriage is terminated by divorce/annulment, may be authorized travel and transportation allowances for a former family member.

2. The former family member must have been a formerly command sponsored dependent, as defined in App A, residing with the member OCONUS as specified in this par. (53 Comp. Gen. 960 (1974)).

3. The member, who was the former sponsor, should request movement of a former family member(s). If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

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

1. U.S.,

2. Member, and

3. Former dependent(s) concerned.

C. Authorization. Movement of a former family member(s) must be specifically authorized through the Secretarial Process.

D. Points between which Transportation May Be Authorized. The official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

1. The U.S. or in a non-foreign OCONUS location, or

2. The native country if the former dependent is foreign born.

E. Allowances

1. If transportation is not provided by the Gov't/Gov't procured means, reimbursement for personally procured commercial transportation, and POV travel is IAW par. 5074-A.

2. Per diem is payable under par. 5094.

3. The allowances authorized by this par. are payable to the member, but may be paid directly to the former spouse when the member authorizes direct payment (B-193430, 21 February 1979).

F. Time Limits

1. Travel must be completed:

a. Within l year after the final divorce decree/annulment effective date, or

b. 6 months after the date the member completes personal PCS travel from the OCONUS PDS,

whichever occurs first (53 Comp. Gen. 960 (1974)).

2. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.

3. Six Month Time Limit

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

b. Authorization/approval must be justified:

(1) On an individual case basis, and

(2) Only when the delay is not for personal preference.

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

(1) Hospitalization,

(2) Medical problems, and

(3) School year completion

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

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

(1) Final divorce decree/annulment effective date; or

(2) Date the member completes personal travel from the OCONUS PDS incident to a PCS.

G. Return of an OCONUS Dependent

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

a. Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. 5074-A;

b. Dependent's return is for the Gov't's convenience;

c. Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

d. Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. 5104-D.

2. Remarriage

a. If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at Gov't expense is not authorized.

b. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 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 DEPENDENT

A. 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. 031102, 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. 031102, 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 for the distance traveled by POV.

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/J1for 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 2; Ch 3, Part A; 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. 010203.

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. 010203.

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. 010203.

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 2 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 2 and Ch 3.

b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 2 and Ch 3.

c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 2 and Ch 3.

d. Student. Reimbursement is IAW TDY travel for an employee in Ch 2 and Ch 3.

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 A, 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 A) 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 POV is used, mileage 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 pars. 010203 and 020213, as appropriate.

f. Par. 020206 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 A. 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 par. 5093 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 A; 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 4: POV USE ON PERMANENT DUTY TRAVEL

5154 POV USE

A. Use of One or Two POVs

1. A traveler, authorized dependent travel and transportation allowances under par. 5074, is authorized MALT when travel is performed.

2. When a traveler and dependent(s) relocate on a PCS move, reimbursement is authorized for two POVs, if used, and car ferry fees for each POV.

3. Except when using more than 2 POVs (par. 5154-B) the MALT rate authorized for dependent travel is for the use of one or two POVs.

4. The traveler may be reimbursed for use of two POVs, by dependents, only if the traveler travels by other than POV.

5. The traveler is not reimbursed automatically for three POVs to allow the traveler to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POV.

B. Use of More than Two POVs

1. General. Reimbursement for the use of more than two POVs, within the same household for PDT, may be authorized/approved, through the Secretarial Process.

2. Examples of When More than Two POVs Are Routinely Authorized/Approved

a. There are more family members (i.e., traveler and dependent(s)) than reasonably can be transported, together with luggage, in two POVs;

b. Because of age or physical condition, a family member needs special accommodations in one POV and second and third POVs are required for the other family members;

c. A traveler must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POV ;

d. Dependents perform unaccompanied travel:

(1) Between authorized points other than those for the traveler's travel (e.g., travel to a designated place or to the new PDS when the traveler has TDY en route); or

(2) To the new PDS in advance of the traveler's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POV

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e. Special circumstances not included in this subpar. exist as determined through the Secretarial Process, (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POVs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: A traveler, spouse and 2 teenage drivers with 4 POVs does not constitute a special circumstance and reimbursement for more than 2 POVs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POVs is authorized/approved, MALT applies for each POV.

b. If the same POV is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The traveler drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the traveler makes a second trip in which the traveler and one of the already transported children return to transport two remaining children. The traveler is paid MALT for the one way official distance between the old and new PDSs on the second trip).

4. Documentation. Documentation is IAW Service regulations.

5155 TRAVEL TIME

A. POV. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. There is no mandatory distance that must be driven per day.

B. Gov't Conveyance and/or Common Carrier Obtained by Gov't Procured Transportation. Gov't conveyance (except Gov't auto), and/or Gov't procured common carrier transportation travel time allowed is the actual time needed over the direct route, including necessary delays for the transportation mode used. Gov't auto travel time is computed under par. 5155-A.

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

5156 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT is determined by the official distance for the PDT.

B. Authorized Traveler(s)

1. An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/civilian employee travels as an authorized traveler in the same POV, only the authorized traveler incurring expenses is authorized MALT for the official distance.

3. The traveler who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. Example 1: A traveler married to traveler couple, each on a PCS order, and their two children travel together in one POV. One traveler is paid MALT for the official distance and all reimbursable expenses.

b. Example 2: Three unrelated travelers, each on a PCS order, travel together in one POV between two PDS locations. The traveler receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to Gov't civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POV. Only one may receive MALT for the official distance. Either the member or the Gov't civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

2. Only the traveler receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POV use on official travel.

4. A traveler may be eligible to submit a claim for repairs to POVs used for official travel, using Service procedures, under 31 USC §3721.

5158 POV USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POV is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POV operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Traveler Driven to the Transportation Terminal. If a family member drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

5160 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5162 TRANSOCEANIC TRAVEL BY POV

A. General

1. When transoceanic travel ordinarily would be involved, but POV is authorized by the AO as being to the Gov't 's advantage, and is used by the traveler for the entire distance between duty stations, reimbursement is on a MALT Plus basis for the traveler/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par.

5018-C1.

B. Transoceanic Travel by Privately Owned Boat

1. When the traveler travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees)is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

C. Travel Partly by POV and Partly by Common Carrier. When POV travel has been authorized as prescribed in par. 5162-A, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. 5016.

5163 TRAVEL BY OCEANGOING CAR FERRY

A. General**.** When a car ferry is used, a traveler/dependent traveling by POV partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

C. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

a. Gov't procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POV movement (55 Comp. Gen. 1072 (1976)), NTE the Gov't procured ferry transportation cost.

2. Use of More than Two POV s**.** When reimbursement for the use of more than two POVs is authorized/ approved, MALT and car ferry fees apply for each POV.

3. Same POV Used for More than One Trip. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip.

D. Per Diem

1. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2. Travel Includes an Overnight on a Car Ferry Anywhere in the World

a. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

b. Debarkation Day

(1) The per diem rate for the traveler's new PDS if travel ends on that day, or

(2) For the departure day (debarkation) from the ferry, the rate is the member's/dependent's location at 2400 on that day (par. 5164-C). The traveler is authorized MALT Plus per diem beginning the day after the departure day (debarkation) from the ferry if travel by POV continues on the day after the departure day (debarkation) from the ferry (see par. 5164).

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted MALT Plus is the applicable M&IE while on the ferry (see par. 5164).

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5094-B apply when computing a dependent's per diem.

E. Foreign Flag Ferry Use

1. Required Documentation. See par. 020206-I3 for required documentation if a U.S. flag ferry is not available.

2. Unauthorized Foreign Flag Ferry Use. There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved foreign flag ferry is used. If a U.S. flag ferry is available for an entire trip and the traveler uses a foreign flag ferry for any part of the trip, the transportation cost on the foreign flag ferry is not payable (41 CFR §301-10.181).

F. Excess Cost Collection**.** Collection of excess transportation costs, incurred by the Gov't, does not apply to POV transportation aboard an oceangoing car ferry.

5164 MALT PLUS FOR POV TRAVEL

A. General

1. PCS travel by POV is to the Gov'ts advantage (except for transoceanic travel).

2. A traveler traveling by POV is authorized 'MALT Plus'.

3. MALT is paid on a "per mile" basis for the official distance of each portion of the ordered travel.

4. The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time.

5. Lodging-Plus computed per diem/AEA (par. 0203) may not be paid for the same day as MALT Plus per diem.

B. Per Diem/AEA. Per diem/AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. 5066-A3 or 5068-A3.

C. Lodging-Plus

1. Lodging-Plus computed per diem is paid on any day that MALT-Plus and a Lodging-Plus computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POV

and remaining overnight near a transportation terminal).

2. MALT is authorized in addition to Lodging-Plus computed per diem.

5166 POV TRAVEL PROHIBITED

A. General

1. Each Service may issue regulations under which AOs may prohibit a member from using a POV when traveling as an individual.

2. This is not the same as members traveling together under an order directing no/ limited reimbursement.

B. Authorization. A PCS order prohibiting POV transportation is without effect if there are no Service regulations authorizing it.

C. Transportation Mode Directed. If the transportation mode is directed see:

1. Par. 5020 when an order states that POV travel is prohibited, or specifically directs a particular transportation mode, and

2. See par. 020208 for additional information on directed transportation mode.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5278 GENERAL

A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.

B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.

C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.

D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.

E. Administration. The following are guidelines for administering HHG transportation authority:

1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.

2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.

3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

5280 ENTRANCE INTO THE SERVICE

A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.

B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge/separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

1. HOR/PLEAD;

2. The last or any previous PDS;

3. An authorized storage place; or

4. Any place to which HHG were transported at Gov't expense.

5282 CALLED/ORDERED TO ACTIVE DUTY

A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. 5282-B is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR/PLEAD to the first and/or any subsequent duty station for an RC member called/ordered to active duty under the following conditions:

1. Initial active duty for training for 180 days or less,

2. Active duty for training for fewer than 140 days, or

3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 032201.

HHG transportation under par. 5282 is subject to the same limitations and requirements as in par. 020501.

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. 5282-D is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station

1. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 030302-B2c.

2. HHG transportation under par. 5282-D is subject to the same limitations and requirements as in par. 020501.

E. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. 5318-A and recalled to active duty, is authorized HHG transportation from the:

1. HOS, or

2. PLEAD, if recalled after selecting a home, or

3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

F. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including An OCS graduate), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned/appointed if such place is, in fact, the member's first PDS as a commissioned/warrant officer.

G. Commissioned from Service Academies

1. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS.

2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT

A. PCS with TDY En Route or while on TDY.

1. A member, ordered to make a PCS:

a. With TDY en route, or

b. Without return to the old PDS, while on TDY,

is authorized HHG transportation to the new PDS.

2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.

3. Authorized TDY HHG transportation exists regardless of the par. 020501 provisions.

4. The member is also authorized NTS under par. 5232-D1, for the TDY.

5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination TO, or any other Service-designated official at the TDY station, if necessary.

6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.

7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

B. PCS Following TDY Pending Further Assignment

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.

2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:

a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

b. For reasons beyond the member's control the HHG cannot be withdrawn:

(1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is

prohibited/restricted, or

(2) Within 90 days following TDY completion.

3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:

a. Sea duty,

b. OCONUS duty, or

c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION

A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

2. NTS

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

b. NTS conversion is at Gov't expense.

c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.

d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion. A member under this subpar. is authorized transportation of:

1. HHG, placed in NTS, to the PDS, and

2. Any HHG not placed in storage under par. 5308.

C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location (Par. 5286). A member under par. 5286 is authorized transportation of HHG in NTS:

1. From the place of storage to the HOR/PLEAD upon release from active duty, or

2. To the PDS if retained on active duty (par. 5194-7).

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED

A. Authorization. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

B. Transportation from the Designated Place and/or NTS. When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

5290 ORDERED TO A CONUS HOSPITAL

A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.

2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.

3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.

4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554,.

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.

2. The HHG authority must not exceed the cost from any of the combination of the:

a. Last or any previous PDS,

b. Place the HHG were last transported at Gov't expense, or

c. Place of storage,

to the hospital.

3. In lieu of transportation, HHG may be placed in NTS.

4. Part of the HHG may be transported and part placed in NTS (member option).

5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:

a. From any authorized place(s) to the hospital,

b. To NTS, or

c. Part may be transported and part placed in NTS (member option).

2. Any HHG in storage when a member is hospitalized, may continue in storage.

3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, is not required.

4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.

2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.

3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:

a. Restored to duty,

b. Separated from the Service,

c. Relieved from active duty,

d. Placed on the TDRL, or

e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part.

2. HHG previously transported incident to hospitalization may be transported from the place where located. Transportation cost may not exceed the cost from the hospital to the authorized destination.

5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION

A. Ordered from CONUS PDS

1. A member, ordered from a CONUS PDS, may place HHG into NTS.

2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

B. Ordered from an OCONUS PDS

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.

2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS,

which is unknown.

3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.

4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.

5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.

6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

2. These HHG may be later transported under par. 5318-A.

3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.

4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) (44 Comp. Gen. 826 (1965)).

5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.

6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

7. A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE

A. Authorization

1. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS.

2. HHG transportation from NTS to the residence also is authorized.

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.

2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General

a. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

(1) The new PDS,

(2) A member-specified CONUS location,

(3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

(1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or

(2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be:

(1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or

(2) Placed in NTS.

c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.

d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Gov't expense, the HHG the member needs to establish a temporary residence for the

dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.

c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.

d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:

(1) Dependents are to be command sponsored, and

(2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..

e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store HHG not needed to establish the temporary residence; and

(2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

g. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and

(2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty

1. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

a. The home port of the unit to which ordered;

b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

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

1. When a member is:

a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

b. Transferred by PCS to serve an OCONUS dependent restricted tour;

c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);

d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:

a. NTS for:

(1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or

(2) C1c, C1d and C1e;

b. Any place in CONUS the member designates for:

(1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or

(2) C1c, C1d and C1e

c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;

d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.

(1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.

(2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.

4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:

a. Previously stored under C2a, or

b. Transported to a destination authorized in C2b, C2c or C2e

may be stored in NTS.

5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.

6. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

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

1. When a member is transferred by PCS from an OCONUS PDS to:

a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);

c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, or place of storage to any combination of the following,:

a. NTS;

b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;

d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

3. The member is authorized HHG transportation to the current PDS when the restriction is lifted or when:

a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;

b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or

c. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .

5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.

6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:

a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or

b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.

2. At least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).

4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.

5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).

6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.

7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.

8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a 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

1. A member assigned to a unit:

a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.

b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.

2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.

3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See subpar. J4 for an exception.

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

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

a. Delayed HHG 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. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

2. In lieu of transportation, HHG may be placed in NTS.

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS

A. General

1. HHG may be transported:

a. From any location and/or

b. From NTS to a designated place or,

c. To a destination in the dependents' native country, if the dependents are foreign-born,.

2. The member is also authorized NTS/continued NTS under par. 5216.

3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

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

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

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

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

c. Discharged OCONUS under other than honorable conditions;

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

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

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

g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

a. At the time the HHG are transported, or

b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B1a through 5298-B1h may be authorized up to the Gov't cost from the:

a. Member's last/former OCONUS PDS, or

b. Place to which last transported at Gov't expense,

as applicable.to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on 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

1. This par. applies when:

a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or

b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

B. Change Imposed before HHG Are Turned over to a TO. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:

a. NTS,

b. A CONUS designated place, or

c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.

2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or

2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:

a. Later changed from a dependent-restricted PDS to an accompanied PDS, or

b. Reclassified from unusually arduous sea duty to regular sea duty,

2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are

scheduled to arrive at the PDS.

3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).

3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement. When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

5306 MEMBER REDUCED IN GRADE

A. Authorization. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater.

B. NTS. NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

C. Former Grade. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

D. Origin and Destination. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. The authority limit is up to the cost from the old to the current PDS.

2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:

a. Unusual circumstances and needs of the Service, or

b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station (B-208861, 10 November 1982).

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. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,

2. Receive a dishonorable/bad-conduct discharge, or

3. Dismissal from a Uniformed Service, or,

4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

C. Transportation Requests. HHG transportation 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. HHG Destination

1. The HHG destination must be a designated place.

2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

1. Member, or

2. Dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a TO/transportation carrier within 180 days from the date:

1. The court-martial is completed, or

2. Of administrative discharge.

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or

2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

5312 HHG TRANSPORTATION INCIDENT TO IPCOT

A. General. An IPCOT is not an extension; it is another full tour.

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.

b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.

d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

a. Par. 5114-D applies.

b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.

c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

3. Accompanied-to-Accompanied Tour

a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.

b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT

The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F. See par. 5274-A4 for alternate shipping origin

5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. 5152 for related dependent transportation.

A. General

1. This par. prescribes HHG transportation authority of an active duty member:

a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC 554), and

b. Who dies while entitled to basic pay (37 USC 406(f)).

2. For a member who dies after retirement or release from active duty, see par. 5318-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.

2. Weight

a. HHG weight limitations in par. 5200 do not apply.

b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.
Member on active duty dies on 10 January 2006 -- Family had until 9 January 2009 to choose a HOS.

C. When Authorized

1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

(1) Member (if injured/ill),

(2) Member's dependents,

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

(1) HHG may be transported to NTS under par. 5212, and/or

(2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

(1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.

(2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

a. Not known, or

b. Subject to litigation or,

c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

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

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY (See pars. 5068 and 5140 for related member/dependent transportation)

A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

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 service break of more than 90 days (B-160488, 14 February 1967);

c. 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

d. 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.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance/separation pay, or is involuntarily released to inactive duty with readjustment/separation pay.

C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

(1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);

(2) Such conditions arise after transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. On Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. Further time limit extension for NTS is not authorized.

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or

b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

3. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service (B-207157, 2 February 1983).

7. See par. 5000-B6 for restrictions to time limit extensions.

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under pars. 020502 and 020503,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.

4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).

5. If the member dies after reversion to retired status, par. 5318-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS/PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but

2. May be eligible for HHG transportation to:

a. HOS (par. 5318-A),

b. Storage (par. 5318-C), or

c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

K. Member Dies after Retirement/Release

1. After Selecting a Home

a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

2. Before Selecting a Home

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. 5066 and 5138 for related member/dependent transportation.

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.

3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.

4. The following are exceptions to the general rule in par. 5320-A1:

a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);

b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);

c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);

d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or

e. Separated under conditions in par. 5318-A.

B. Storage

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.

2. SIT

a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:

(1) Necessary because of conditions beyond the member's control;

(2) Such conditions arise after HHG transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

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

1. An RC member who is ordered to:

a. Initial active duty for training for less than 6 months;

b. Active duty (including active duty for training) for less than 20 weeks; or

c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 020501, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 020501, upon relief from such duty from the:

a. Member's last duty station, or

b. Place to which such HHG were last transported at Gov't expense, to the:

(1) HOR, or

(2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies to this short distance move.

3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.

2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.

3. The TO/designated representative determines “practicability” based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.

5. A time limit extension for transportation does not extend the Gov’t’s obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).

6. Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:

a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Not authorized a HOS move under par. 5068, but

c. ordered home/to a specific location to await the disability proceedings results, for the GOVT’s convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.

3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.

2. For a member stationed in CONUS who has a dependent, see par. 5310.

3. For a member stationed OCONUS, see par. 5298-B.

J. Enlisted Member Ordered to a College

1. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. Transportation may be between other places.

3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under pars. 020502 and 020503,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

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

See par. 5153.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION a: CONUS POV TRANSPORTATION

Effective 1 June 2014

5322 GENERAL

A. POV Transported by the Gov't

1. POV transportation within CONUS may be authorized for member/dependent(s) use when:

a. A change in a ship's home port is authorized, or

b. An eligible member ordered on a PCS between CONUS PDSs:

(1) Is physically unable to drive (a dependent's inability to drive does not satisfy this criteria), or

(2) There is insufficient time (par. 5012) for the member to drive and report to the PDS as ordered.

2. The remaining provisions in this section do not apply to these circumstances.

3. See Ch 5, Part A6b for allowances for a POV transported by the Gov't for a home port change and the member is unable to drive.

B. POV Transported by Member

1. An eligible member with dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may be authorized transportation for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS,

b. Member and dependents then travel at one time in one POV, and

c. Gov't's transportation cost for the POV to be shipped does not exceed the remainder of the MALT Plus for driving two POVs to the new PDS (see example, par. 5328).

2. The member is financially responsible for all excess costs/additional expenses associated with POV transportation (pars. 010102 and 010103). If the POV transportation cost exceeds the reimbursement limitation the member is financially responsible for the cost difference to transport the POV.

3. MALT and cost reimbursement are separately authorized for driving the second vehicle.

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and

2. Must go through the Secretarial Process IAW par. 5154-B.

5326 RESTRICTIONS

A. Unauthorized POV Transportation. A member must not be authorized POV transportation at Gov't expense if the member has:

1. No dependents,

2. No dependents eligible for transportation at Gov't expense, or

3. No dependents being relocated incident to the PCS.

B. Commercial Travel at Gov't Expense. A member who is authorized POV transportation is not authorized commercial travel at Gov't expense for the member and/or dependents ICW the PCS.

C. Gov't Procured Transportation. The member must personally procure all POV transportation. Gov't procured transportation is not authorized.

D. Mileage/MALT. Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.

E. POV Storage. POV storage at Gov't expense is not authorized in lieu of POV transportation.

F. POV Left in CONUS While Member is Stationed at an OCONUS PDS. There is no authority to transport a member's POV from a CONUS location at which the member left the POV while stationed overseas, to the new CONUS PDS, unless that POV was stored at Gov't expense because it could not be transported to the OCONUS PDS. See par. 5378.

5328 COST REIMBURSEMENT EXAMPLES

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

A. Example 1. This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = $1,500.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POV.

Member, Spouse, and 2 Children, Perform Concurrent Travel in One POV				
	Per Diem		MALT	Total
Member	$142/day x 8 days ($1,136)	+	2,665 miles x $.23/mile ($612.95)=	$1,748.95
Spouse	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
1st Child	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
2nd Child	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
TOTAL				$4,304.95

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POVs.

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POVs				
	Per Diem		MALT	Total
Member	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Spouse	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
1st Child	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$5,201.90

3. Step 3. Determine the funds available to the member to transport one POV while the entire family travels as a unit in the other POV.

Reimbursement Limitation to Drive One POV and Transport One POV	
Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POVs ($5,201.90) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POV ($4,304.95). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The $1,500 amount shown is for illustration purposes only.)	$1,500.00
2. Reimbursement limitation is $5,201.90 (Step 2) - $4,304.95 (Step 1) =	$896.95
3. Total out of pocket expense for the member to 'drive one & ship one' is $1,500 - $870.95 =	$ 603.05

B. Example 2. This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = $1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POV.

Member, Member, and 2 Children, Perform Concurrent Travel in One POV (See par. 5164)				
	Per Diem		MALT	Total
Member 1	$142/day x 8 days ($1,136)	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Member 2	$129/day x 8 days ($1,136)			$ 1,136.00
1st Child 75% of Mbr 1 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child 75% of Mbr 2 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$ 4,588.95

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POVs.

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POVs				
	Per Diem		MALT	Total
Member 1	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Member 2	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
1st Child 75% of Mbr 1 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child 75% of Mbr 2 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$5,201.90

3. Step 3. Determine the funds available to the member to transport one POV while the entire family travels as a unit in the other POV.

Reimbursement Limitation to Drive One POV and Transport One POV	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POVs ($5,201.90) minus the cost of both members and 2 children, performing concurrent travel in 1 POV ($4,588.95). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The $1,500 amount shown is for illustration purposes only.)	$1,500.00
2. Reimbursement limitation is $5,201.90 (Step 2) - $4,588.95 (Step 1) =	$612.95
3. Total out of pocket expense for the member to 'drive one & ship one' is $1,500 - $612.95 =	$887.05

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION b: OCONUS POV TRANSPORTATION

5330 GENERAL

A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. POV Transportation Allowances. POV transportation allowances are discretionary.

C. Authorization. POV transportation is authorized unless restricted by the AO or Service regulations.

D. POV Shipment Information. Other requirements related to POV transportation, are at the SDDC website, and Transportation Regulation-Part IV, "Shipping your POV".

E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E.

5332 ELIGIBILITY

POV transportation may be authorized for member/dependent(s) use when ordered to make a PCS:

1. From a CONUS PDS to an OCONUS PDS,
2. Between two OCONUS PDSs,
3. From an OCONUS PDS to a CONUS PDS, or
4. A change in a ship's home port is authorized.

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

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense.

5336 POV SIZE LIMIT

A. Vehicle Weight Limit. When authorized, one POV, NTE 20 measurement tons, may be transported at Gov't expense.

B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (pars. 010102 and 010103) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/ dependent(s) for medical reasons.

C. Excess Cost Collection. Excess cost collection is IAW Service regulations.

D. Car Ferry Transportation. This par. does not apply to travel aboard car ferries.

E. Combining POV Weight Limitations when Member Married to Member

1. The 20 measurement tons limitation may be combined to transport one larger POV at Gov't expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.

2. Payment for transporting the vehicle may not exceed the total cost the Gov't would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

5338 CARE AND STORAGE

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

1. The member at the destination, or

2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

5340 SHIPMENT METHODS

A. Gov't/Commercial Transportation

1. Transportation of a POV may be by Gov't/commercial means as authorized by law.

2. A member traveling with the vehicle via ferry is IAW par. 5163.

3. POV transportation by air is not authorized at Gov't expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation

1. An eligible member, who has not transported a POV at Gov't expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Gov't representative (e.g., the TMO or Installation Transportation Officer).

2. Reimbursement must not exceed the cost that would have incurred if the Gov't had arranged the transportation (51 Comp. Gen. 838 (1972)).

3. The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. 5034) and does not constitute POV transportation.

4. Additional reimbursement authority exists under other limited circumstances (par. 5362-E).

5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

POV shipment may be authorized even though the POV can be driven between the OCONUS PDSs. For example, a member PCSing from Germany to Italy may be authorized POV shipment.

5344 TRANSPORTATION AUTHORIZED

A. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

1. POV unloading port/VPC serving the new PDS;

2. POV unloading port/VPC serving another authorized place (see pars. 5346, and 5362-A);

3. New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or

4. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

B. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

C. Upon Separation/Retirement. For POV transportation upon separation/retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. 5068-A1.

D. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

5346 TRANSPORTATION NOT AUTHORIZED

A. POV Transportation when Transportation to the New PDS Is Not Permitted. A member:

1. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because:

a. POV transportation is not permitted to the new PDS;

b. The member serves a dependent restricted/unaccompanied tour and elects not to have a POV transported to the new PDS; or

c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (par. 5114-C1);

2. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

a. Any place in CONUS the member designates, if the old PDS is OCONUS;

b. Alaska, Hawaii, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Ch 5, Part A3; or

c. Any OCONUS location to which dependent transportation is authorized under par. 5116-A3; or

d. POV transportation to locations justified under par. 5116-A4 must be authorized/approved by the Secretarial Process.

B. Subsequent Transportation. A member:

1. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/ VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

2. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. 5346-A, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. See par. 5322-A.

5348 RESTRICTED POV TRANSPORTATION

Transportation of a POV to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined necessary by the Service concerned;

2. Determined necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. Directed by that country's government.

5350 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the member's new PDS.

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

C. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Gov't for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/ VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

D. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended/modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the Gov't for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

5352 POV TRANSPORTATION TO/FROM PORTS

A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided POV transportation from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. POV Transportation between OCONUS Port/VPC and OCONUS PDS

1. General. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided POV transportation between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

a. A travel hazard exists between the port/VPC and PDS;

b. The member is physically unable to drive between the port/VPC and PDS; or

c. The conditions of the member's order/assignment are such that it is prudent for overland transportation to be provided.

2. Examples

a. Example 1. The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

b. Example 2. The member is assigned to an OCONUS country. That country's Gov't requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

5354 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General

1. A member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC.

2. The Service concerned designates the ports, IAW par. 5350.

3. No authority exists under this subpar. when POV transportation to the new PDS is not permitted (par. 5346).

4. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

5. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. 5068-A1.

6. See pars. 5074-A, 5088, 5090 and Ch 5, Part A3d for authorized PCS allowances when dependents do not travel to/from the new/old PDS when delivering/picking-up a POV.

B. POV Delivery/Pick-up Separate from PCS Travel

1. Round-Trip Transportation Payment. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate from the:

a. Old PDS to the designated POV loading port/VPC; and

b. Designated POV unloading port/VPC to the new PDS.

2. Travel Time. Travel time, computed under par. 5012, is allowed for the round trips to deliver and pick-up a POV under par. 5354-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member/dependent(s) who travel via the POV loading port/VPC is authorized:

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (pars. 020209, 020213, and 5014) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

a. Old PDS to the passenger port for self and dependents; and

b. Passenger port to the designated POV loading port/VPC for self.

3. Travel Back to the Passenger Port. Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member/dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route

a. Member Travel and Transportation Allowances. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

(1) MALT for the official distance from the old PDS to the TDY station(s) en route plus per diem (par. 5026);

(2) MALT for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. 5026); and

(3) PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or delivers the POV to the designated POV port/ VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-C.

2. POV Pick-up from POV Port/VPC ICW TDY En Route

a. Member Travel and Transportation Allowances. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

(1) PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

(2) MALT for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

(3) MALT for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary concerned.

5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,

2. Unusual/emergency circumstances, and/or

3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed $30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.

2. The maximum reimbursement is $210. See par. 5358-E for examples.

E. Examples

1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	$00

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	$210
(15 to 21 June – 7 days @ $30/day = $210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	$210
(7 days vehicle rental @ $30/day = $210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	$60
30 & 31 Jan – 2 days @ $30/day = $60	
Authority does not start until after the required delivery date.	

5360 REPLACEMENT POV SHIPMENT

A. General. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV.

B. Conditions. POV replacement may be permitted only if the:

1. POV being replaced:

a. Has deteriorated due to severe climatic conditions, or

b. Was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983).

C. Limitations. A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. Official and Personal Situations

1. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member with dependents:

(1) Ordered on PCS to an OCONUS PDS; and

(2) Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the

dependents do not join the member.

b. The Secretarial Process may authorize/approve the transportation when return transportation is in the best interest of the member/dependent(s), and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authority on Next PCS. A member who transports a POV under par. 5362-A1 has no further POV transportation authority on the PCS from that PDS.

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. When the conditions in par. 5102-B8, apply, a member:

a. Whose PDS is OCONUS, and

b. Who is not authorized POV transportation ICW early return of dependents because dependents are not returned to CONUS under par. 5102-B8 (i.e., the member has no dependents; dependents returned at personal expense without an order; dependents are not returning to CONUS, etc.)

is authorized POV transportation to the designated POV unloading port/VPC serving the member's HOR/PLEAD.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependent transportation under par. 5144, is authorized POV transportation under par. 5346.

D. PDS Evacuation. See pars. 6040 and 6105.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at Gov't Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Gov't expense (including required overland transportation) to:

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. The 20 measurement ton/vehicle restriction does not apply to this subpar.

d. Member Injured or Ill

(1) If a member is reported injured or ill, the allowances provided in this subpar. are authorized only when a prolonged (140 or more days) hospitalization period/treatment is anticipated as shown by a statement, accepted by the Service concerned, as being from competent authority at the receiving hospital.

(2) Both POVs must be transported to the same destination.

2. POV Transported by Other than the Gov't

a. In lieu of having the Gov't transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

(1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – but not a mileage payment - is authorized); or
(2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the Gov't transported/stored the POV(s). Service claims regulations has Gov't damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late

a. If the POV(s) of the member/dependent, transported at Gov't expense, does not arrive at the authorized destination by the designated delivery date, the provisions in par. 5348-E apply.

b. If two POVs are transported at Gov't expense, no reimbursement is paid unless both POVs do not arrive at the authorized destination by the designated delivery date(s).

4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Gov't expense until such time as proper disposition can be made.

b. Storage in Transit (SIT)

(1) SIT of one or both POV(s) may be authorized/approved (using the provisions of par. 5236) provided the POV(s) is/are turned over for transportation within the time limits in par. 5316-B3.

(2) SIT in excess of 180 days, in such cases, is the financial responsibility of the person for whom the shipment is being made.

c. Size Restriction. The SDDC storage contract maximum standard size restriction does not apply.

5. Additional Moves

a. Status Change. A POV transported under par. 5362-E1 may again be moved under par. 5362-E1 when official notice is received that the member's status has changed from one to another of those listed in par. 5362-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. 5362-E1 may again be transported under par. 5362-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5153.

5364 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 010102and 010103). This does not apply to POV transportation aboard an oceangoing car ferry.

5366 POV TRANSPORTATION TIME LIMITATION

A. Incident to Separation from Service or Relief from Active Duty

1. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty.

2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty.

3. The 180 day time limit may be extended by the Secretarial Process.

4. A time extension must be for a specific additional time period.

5. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

6. See par. 5000-B6 for time limit extension restrictions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination.

2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination.

3. The 1 year time limit may be extended by the Secretarial Process.

4. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases. See pars. 5318-D, 5318-E, and 5318-F.

5. See par. 5000-B6 for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in the JTR or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5368 TRANSPORTATION INCIDENT TO DIVORCE

A. POV Legally Awarded to Former Spouse. When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part A6.

B. Conditions. This applies to cases not coming under par. 5362-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)).

C. End of Transportation Authority. Transportation under this par. exhausts the authority for POV transportation under the member's PCS order.

5370 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing to not transport a POV at Gov't expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or

2. Present PDS to the POV unloading port/VPC serving the new PDS.

B. Error. A POV, transported by the Gov't to a wrong destination, must be reshipped or transshipped to the proper destination at Gov't expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Gov't expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued

1. General. POV transportation is permitted (pars. 5334 and 5362), before a PCS order is issued to an eligible member, provided the request is supported by a:

a. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;

b. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

c. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. 5370-D1a.

2. Time Limitation. The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued.

3. Order Issuance. Information furnished to the member ICW the issuance of a PCS order before determination is made to issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) is not advice that the order would be issued (52 Comp. Gen. 769 (1973)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION c: POV STORAGE

5372 CARE AND STORAGE

A. Gov't Responsibility. The Gov't 's responsibility begins when the POV is accepted for storage and continues (including during continued storage at traveler's expense) until the POV is delivered to the traveler.

B. Member Responsibility. See the SDDC website, and "Storing Your POV" for the traveler's responsibilities and other requirements related to POV storage.

C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.

D. Additional POVs. A traveler is financially responsible for storage and/or transportation of additional POVs.

5374 DEFINITION

The following definition is used only for the purposes of this Section:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii , the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

5376 GENERAL

A. General. POV storage is in lieu of POV shipment.

B. Scope

1. This Section prescribes POV storage allowances for eligible members:

   a. Ordered to a foreign/non-foreign OCONUS (par. 5374) PDS to which a POV is not permitted to be transported, or

   b. Sent TDY for more than 30 days to a contingency operation.

2. This section also covers allowances associated with:

   a. Travel to and from designated storage facilities,

   b. POV storage preparation,

   c. Actual storage costs,

   d. POV preparation for removal from storage, and

   e. Costs associated with delivery to the next authorized destination (par. 5344).

3. See App A for the definition of a contingency operation.

5378 ELIGIBILITY

A. General. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. 5374) PDS; and the

a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at Gov't expense into that foreign/non-foreign OCONUS (par. 5374) PDS; or

b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. 5374) PDS;

2. Sent TDY for more than 30 days to a contingency operation (App A);

3. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary concerned authorizes POV storage;

4. Authorized POV transportation due to a change in a ship's home port and there is more than 30 days between the ship's departure from the old home port and arrival at the new home port; or

5. Authorized POV transportation due to a unit PCS and the unit is deployed more than 30 days en route.

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. Gov't procured Storage Available

a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.

b. A member who personally arranges for storage at a facility other than the Service designated facility is reimbursed for the actual storage cost, NTE the Gov't 's constructed storage cost.

2. Gov't procured Storage Not Available. The member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs when:

a. Gov't procured storage:

(1) Is not available, or

(2) Has not been designated, or

b. The member is instructed by the shipping officer/TO to store the POV at personal expense,

C. PCS Order Effective Date. A member is eligible for POV storage:

1. ICW a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997.

2. Upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

5380 STORAGE IN LIEU OF SHIPMENT

A. General. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited.

B. Limitations. A member who stores a POV at Gov't expense:

1. Is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

2. May ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS.

3. May not continue to store the POV, at Gov't expense, while shipping another POV to the subsequent OCONUS PDS. This is based on the shipping allowance to the subsequent OCONUS PDS.

a. Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.

b. Example 2: A member PCSs to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

4. May not ship a POV that is removed from storage before departing PCS/entering an IPCOT.

5. Who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. If a Service elects:

1. To transport the POV to and/or from the storage location, the member may elect to personally arrange POV transportation. This is the member's option.

2. Not to transport the POV to and/or from the storage location,, the member personally arranges the transportation to and/or from the selected storage facility.

B. Gov't procured Transportation Available to and/or from Storage Facility

1. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

2. When Gov't procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the Gov't's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the Gov't 's constructed transportation cost.

3. For an OCONUS Traveler, the member is reimbursed for one way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/ vehicle port) NTE the Gov't 's constructed transportation cost of shipping/transporting the POV.

C. Gov't Procured Transportation not Available to and/or from Storage Facility. When Gov't procured transportation to and/or from storage is not available, or the member is instructed by the shipping officer/ TO to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance. Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick up a POV under par. 5382-A.

D. Delivery/Pick Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. Vehicle storage transportation reimbursement may only be paid as mileage and is only for the round trip distance from the old PDS to the closest VPC/loading port servicing the old PDS. This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003

3. A roundtrip is authorized to:

a. Deliver the POV to the storage facility, and

b. Pick up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. ICW TDY on a contingency operation.

5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

F. Pick Up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick Up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

2. Pick Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

3. Dependent Travel and Transportation Allowances. When a dependent(s):

a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.

b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

5384 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).

B. Personally Procured POV Storage

1. Commercial Storage Facilities

a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).

b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

5386 FACTORS AFFECTING POV STORAGE

A. Order Amended, Modified, Canceled, or Revoked

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.

2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and

2. Signed by the shipping applicant agreeing to be financially responsible for:

a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and

b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.

4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in the JTR, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5388 RESTRICTIONS

A. Vehicle Size

1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (pars. 010102 and 010103).

2. The Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member/dependents(s) require the oversized POV for medical reasons.

3. Excess costs are collected IAW Service regulations.

B. Combining POV Size Limitation when Member Married to Member

1. The size restriction in par. 5388-A may be ignored for storing one larger vehicle at Gov't expense in lieu of

storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage.

2. Payment for storing the vehicle may not exceed the Gov't 's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (pars. 010102 and 010103).

5390 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members

1. A POV may remain in storage at Gov't expense for up to 90 days after the member returns from:

a. An OCONUS PDS (par. 5374) to which the POV could not be shipped, or

b. TDY on a contingency operation.

2. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

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

1. Separation from Service or Relief from Active Duty

a. A member, separated from the Service/relieved from active duty who has a POV in storage under par. 5378, is authorized continued POV storage until the 180th day after the active duty termination date, unless specifically prohibited in par. 5320.

b. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

a. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death).

b. The authority and circumstances in par. 5318 apply for extending the 1 year storage limit.

c. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

3. Pickup/Delivery Out of Storage. Pickup/delivery out of storage is authorized at Gov't expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

5392 FUNDS ADVANCE

Authorized POV storage costs may be paid in advance.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 7: MOBILE HOME TRANSPORTATION

5396 SCOPE

A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move.

B. Mobile Home Definition. See App A.

C. Additional Allowances. Transportation of the TDY HHG weight allowance under Ch 2, (for TDY en Route) is authorized in addition to mobile home allowances.

D. Limitations

1. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. 5420-I).

2. The member may not request/accept payment, for PCS HHG weight allowance transportation at Gov't expense for PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation.

3. The member may receive mobile home transportation allowances to a designated place IAW par. 5404 and may later transport UB/HHG or transport a mobile home IAW par. 5404.

E. Constructed Gov't Cost

1. General. The constructed Gov't cost to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. Unaccompanied baggage/HHG

to the new PDS for the member's use, cannot exceed the Gov'ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.

2. 'Best Value' Transportation

a. The member's maximum cost authorization (Armed Forces and NOAA) is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. FOR PHS: The Gov't's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

b. Constructed mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.

3. 'Best Value' Determination. For details on 'Best Value' costs are determined see the USTRANSCOM website.

4. Example. A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.

5398 ELIGIBILITY

A. General. A member authorized HHG transportation at Gov't expense may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the member's PCS order effective date;

C. Mobile Home Used as Residence. The member certifies that the member/member's dependents intend to use the mobile home as a residence at the location to which it is being moved. See par. 5404-D for exceptions.

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the member's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors. See par. 5404-F for mobile home body and chassis preparation costs that are reimbursable or that may be performed at Gov't expense; and

E. Authorized Movement. The member is ordered on a PCS between authorized locations (par. 5404), or mobile home transportation is authorized under par. 5420, 5414 or 5424.

5400 FUNDS ADVANCE

1. Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured.

2. The advance is NTE the estimated amount allowable.

3. An advance may not be paid directly to a carrier.

5402 GEOGRAPHIC LIMITATIONS

A. Origin/Destination Points. A member (or dependent/heir) may only be authorized mobile home transportation allowances:

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation. Mobile home transportation is limited to the cost to the Gov't to transport the member's PCS HHG weight allowance between the old and new PDSs.

5404 TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. A member married to member couple may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Gov't may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and

2. Authorized movement of a mobile home on a PCS order.

C. Member Married to Employee. When one spouse is a member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (par. 5638).

D. Single Member/Concurrent Travel Performed

1. A member:

a. Without dependents, or

b. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. 5404-E.

2. A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.

E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska

1. General. When a dependent(s) is authorized to travel to/from the designated place/selected point in CONUS or Alaska to a new PDS (which is neither in CONUS nor Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. 5420-I) to:

a. The border crossing/appropriate port,

b. Designated place, or

c. Selected point.

2. UB/HHG Transportation. The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS.

3. Gov't's Cost Liability. The Gov't's cost liability to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. UB/HHG to the new PDS for the member's use,

is NTE the Gov't's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.

4. Example. Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. 5420-I) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the Gov't pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

F. Return from a PDS neither in CONUS nor Alaska

1. General. A member is authorized mobile home transportation:

a. Within CONUS or Alaska and,

b. Between CONUS and Alaska from the designated place in CONUS or Alaska, or

c. The selected point in CONUS or Alaska to the new PDS.

2. Gov't's Cost Liability. The Gov't's cost liability to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. UB/HHG

to the new PDS for the member's use is NTE the Gov't's cost to transport the member's PCS weight allowance between the old and new PDSs.

3. Example. See par. 5404-E.

G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a TO for shipment IAW time limits in par. 5316-B3, 5318-A. or 5320-G.

H. Delayed/Deferred Mobile Home Transportation

1. The member may elect not to move a mobile home when authorized.

2. Mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders, up to the greater of the distances:

a. To the new PDS from the former PDS from which the mobile home was not moved, or

b. From the current PDS from which the member is being ordered.

3. Example. See par. 5144.

5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under Ch 5, Part A7 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (see pars. 5406-E, 5408-A, and 5408-G) IAW pars. 5396-C and 5422.

B. Reimbursement. Reimbursement:

1. Must not exceed the amount in par. 5396-C.

2. For SIT and dry storage are authorized in par. 5422.

C. Transportation Arrangements. The member is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the member or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;

2. The carrier's preparation responsibility is known, making the remainder that of the shipper's (i.e., the member or dependent/heir);

3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and

4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the member or dependent/heir.

E. Transportation Costs

1. Preparation Fees. See par. 5408-E for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized for the carrier's charges for:

a. Actual mobile home transportation (NTE charges approved by the Surface Transportation Board) or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;

b. Ferry fares; bridge, road, and tunnel tolls;

c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and the carrier service charges for obtaining such permits; and

d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. Reimbursement is not authorized for:

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges;

b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";

c. Special handling costs requested by the member; and

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER.

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5408-E, 5406-E3, 5408-E, and 5408-H. Compute distance IAW par. 020204.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 020204.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of

arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 020204.

E. Preparation

1. Reimbursable Costs. In addition to the allowances in pars. 5408-A through 5408-G, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin inside Alaska/CONUS for transportation/resettling at the destination inside Alaska/CONUS.

2. Costs Not Reimbursable. Costs are not reimbursable for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.

3. Preparation Costs Allowed. Preparation costs include:

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

c. Blocks purchased in lieu of transporting blocks from old PDS and cost of replacement blocks broken while the mobile home was being transported;

d. HHG packing/unpacking associated with the mobile home;

e. Disconnecting/connecting utilities;

f. Skirting removal/installation labor costs;

g. Movement/reassembling costs of separating, preparing, and sealing each half of a double wide mobile home;

h. Trailer towing lights installation/removal;

i. Extension costs of existing water/sewer lines;

j. Dismantling/assembling costs for a portable room appended to a mobile home;

k. Expando charges;

l. Anti-sway device charges (transportation expense);

m. Over-dimension charges and/or permits (transportation expense);

n. Wrecker service when required (transportation expense);

o. Travel lift fees; and

p. Similar expenses.

F. RESERVED

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin

in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for:

a. Fuel/oil used for propulsion of the boat;

b. Pilots/navigators in open water;

c. A crew;

d. Harbor pilot charges;

e. Docking fees incurred in transit;

f. Harbor/port fees and similar charges relating to entry in and navigation through ports;

g. Towing, (in tow or towing by pushing from behind); and

h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate for the official distance between the points authorized, or

2. Is for actual transportation costs subject to the limitation in pars. 5408-E, 4306-E3, 5408-G, 5408-E, and 5408-H; and

3. Must not exceed the amount in par. 5396; and

4. Is authorized for SIT in par. 5422.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H; or

2. Is the automobile mileage rate per overland mile for the official distance between the authorized points; and

3. Must not exceed the amount in par. 5396;and

4. Is authorized for SIT in par. 5422.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is for actual transportation costs, subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H;

2. Must not exceed the amount in par. 5396; and

3. Is authorized for SIT in par. 5422.

5410 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the member's mobile home transportation by commercial/Gov't means to/from the points authorized in this Part.

B. Gov't's Cost Obligation. The Gov't pays all transportation costs up to what it would have cost the Gov't to transport the member's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The member or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The member may not:

1. Receive any other allowances for the transportation involved, or

2. Transport any HHG separately at Gov't expense.

E. Routing. Expenses for transporting a mobile home at Gov't expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;

2. Ferry fares;

3. Bridge, road, and tunnel tolls;

4. Taxes;

5. Municipal, state, and/or local permits; and

6. Preparations fees (see par. 5408-E).

G. Costs Not Allowed. The member is responsible for any excess preparation, transportation, or non-allowable charges, such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the member's control;

2. Special handling requested by the member;

3. Insurance/excess valuation over the carrier's maximum liability;

4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:

   a. Structural repairs,

   b. Brake repairs, and

   c. Parts/tire replacement.

6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

7. Damage/Repair Due to an Overload Condition. The member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute

an overload condition that could result in damage/repair charges.

5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS

The allowances in pars. 5406 and 5408 apply to the respective transportation portions if a mobile home is transported 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. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status and to a member who dies while authorized basic pay.

B. Transportation

1. General. Transportation is authorized by one, or a combination, of the following:

a. Gov't-arranged transportation;

b. Personally arranged transportation via a commercial transporter;

c. Transportation by a means other than Gov't arranged or personally arranged.

2. Transportation/Incidental Costs. Mobile home transportation/incidental costs under this subpar. are at Gov't expense. The ceilings prescribed elsewhere in this Part do not apply.

3. Advance Payment. Transportation payments authorized by par. 5414-A may be made in advance IAW par. 010204.

4. Authorized Location. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. 5316, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

a. Dead;

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year

1. A mobile home transported under par. 5414-B4b may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when, through the Secretarial Process, it is determined the circumstances justify an additional move.

2. If HHG were previously transported under par. 5304, a mobile home may be transported under par. 5414-C.

D. Death of a Member. When a member with a mobile home dies on active duty, one dependent of the member is authorized mobile home transportation allowances from the mobile home location on date of death to a place designated by that dependent, provided:

1. The mobile home is used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or

3. For Gov't-procured transportation, the mobile home is turned over to a TO within 1 year after the member's death.

E. Time Limit Extension. An extension of the time limits in pars. 5414-D2 and 5414-D3 may be authorized/ approved through the Secretarial Process.

5416 EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

A. General. Mobile home transportation involving excess costs may be made IAW pars. 010102and 010103.

B. Gov't Financial Responsibility. The Gov't is obligated only for the total authorized cost.

C. Transportation Arrangements. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part.

D. Authorized Circumstances

1. General. Transportation of mobile homes which involve excess cost may be initially paid by the Gov't (but excess costs subsequently reimbursed by the member/heir) when a member is:

a. Discharged, resigns, or separates from active duty resulting in a non-pay status, or

b. Deceased, or

c. Authorized by Service regulations.

2. Member/Heir Financial Responsibility. The member/heir is financially responsible to repay the Gov't for all excess mobile home transportation costs incurred.

5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (Gov't or economy) on which the mobile home is located, is authorized Gov't-procured transportation/ reimbursement for the expenses incurred (including SIT under par. 5422) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,

2. Moving it to another location, and

3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

Also see par. 5408-E.

C. Non-reimbursable Expenses. See par. 5410-G.

D. Cost Constraints. The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG.

E. Ownership. The member/dependent) must own the mobile home when it is moved.

5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. 5298-A and 5298-B:

a. To a designated place in CONUS, or

b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. Ch 5, Part A7 are met.

2. Transportation

a. Mobile home transportation under this subpar. is in lieu of transporting HHG except as authorized in par. 5208-D3.

b. The order authorizing dependent transportation (under pars. Ch 5, Part A3d, pars. 5276 and 5424) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. 5278 the transportation is authorized.

c. After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.

3. Member Assigned to Full PCS Weight Allowance Area. The Gov't's financial responsibility for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

4. Example. Dependents return from Hawaii and 1,000 lbs. of HHG are transported from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

5. Member Assigned to Administratively Weight-restricted Area

a. The mobile home may be transported from a point in CONUS/Alaska to the designated place.

b. The Gov't's financial responsibility for mobile home and HHG transportation is IAW the basic authorization (par. 5398) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:

(1) The member's last PDS in CONUS (or Alaska), or

(2) The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice

1. A member authorized HHG transportation under par. 5306 is authorized mobile home transportation to a designated place in CONUS/Alaska, if the conditions in par. 5398 are met.

2. When the mobile home is transported after the alert notice, but the member's movement to the dependent

restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS/Alaska.

3. When the PDS is in Canada, Mexico, or Central America, authorization is IAW par. 5402-D.

C. Mobile Home Transportation Incident to Tour Extension

1. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Gov't expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS.

2. The authorization is limited to that situation when the tour is extended due to:

a. Unusual circumstances, and

b. The needs of the Service.

3. This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

D. Breakdown/Damage/Destruction of a Mobile Home En Route

1. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported.

2. The member may subsequently transport HHG IAW par. 5208-D5.

3. See Ch 5, Part A7 for mobile home transportation cost limitations.

E. Improper Shipments

1. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service TO.

2. The member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

F. Order Amended, Modified, Canceled, or Revoked.

1. General. When a member's mobile home is transported under par. 5406-C or 5408-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances:

a. To the original destination (as if the transportation was completed),

b. To the point the mobile home was intercepted en route and then to the ultimate new PDS,

c. To another place authorized in this Part, or

d. For return to the old PDS, as appropriate.

2. Example. The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS, the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home

transportation back to the old PDS.

G. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the last PDS may be authorized at any combination of the point of origin, in transit, or at destination.

H. Transportation before an Order Is Issued

1. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. 5406-C or 5406-A before a PCS order is issued, in the same manner as HHG under par. 5208-E.

2. The member is authorized reimbursement under par. 5406-A only if a PCS order is later issued.

3. The member should retain the AO's/designated representative's written certification that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

I. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense under par. 5208-D5.

5422 STORAGE IN TRANSIT (SIT)

A. General

1. The law precludes more than 180 days of SIT.

2. SIT is storage authorized with mobile home transportation.

3. This storage is cumulative and may accrue at any combination of origin, in transit, or destination.

4. When storage facilities are unavailable at origin/destination, storage may be in the nearest available storage facility authorized/approved by the TO.

5. In computing the storage periods, the actual storage period governs, regardless of billing practices.

6. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance.

7 Except as provided in pars. 5422-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.

B. SIT Time Limits

1. SIT - First 90 Days

a. A member is authorized mobile home SIT at Gov't expense for 90 days with any authorized mobile home transportation.

b. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. 5422-B.

2. SIT - after the First 90 Days

a. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the

first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the TO/other officer designated by the Service concerned.

b. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

(1) Serious illness of the member;

(2) Serious illness or death of a dependent;

(3) Directed TDY after arrival at PDS;

(4) Non-availability of suitable permanent location for mobile home; or

(5) Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a TSP or the Gov't for shipment/SIT, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, that is canceled/revoked after the date a mobile home is released to a TSP or /the Gov't for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. 5422-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD

A. General

1. Mobile home transportation in lieu of shipping HHG (par. 5208-D3) is authorized IAW Ch 5, Part A7 to a member authorized HHG transportation under pars. 5276-A1, 5276-B, and 5276-C1, 5276-C2, 5276-C3, 5276-C7, and 5276-C8:

a. To a CONUS designated place, or

b. From a point outside CONUS and Alaska to a designated place in Alaska,

2. The order authorizing dependent transportation under Ch 5, Part A3c also may authorize HHG/mobile home transportation and should specify which of the above cited par. 5276 paragraph(s) authorizes the transportation.

3. When a mobile home is transported due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

Example. Dependents return early from HI, and 1,000 lbs. of HHG are transported from HI to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authority for mobile home transportation is based on what it would have cost to move 11,500 lbs. of HHG from HI, to Detroit.

C. Member Assigned to Administrative Weight Restricted Area

1. General. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:

a. Member's last CONUS PDS (or Alaska), or

b. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (Example 1).

2. Exception. If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be transported at Gov't expense from the point it was located when it could have been transported at Gov't expense to the member's last PDS in CONUS or Alaska. The constructed Gov't cost for this mobile home transportation is based on the member's PCS weight allowance on the order effective date from that station (Example 2).

3. Examples

a. Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 lbs. of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500-pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 lbs. of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

b. Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 lbs. 1,000 lbs. of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early to a designated place in Detroit, MI, and 1,000 lbs. of HHG/UB are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 lbs. remain on the weight allowance that may be transported within CONUS on the early return travel order. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 lbs. of HHG from Fort Lewis and 1,000 lbs. from Fort Carson. In the computation, 7,000 lbs. is used from Fort Lewis to Detroit because the member was only authorized 8,000 lbs. when assigned from Fort Lewis and had transported 1,000 lbs. at that time to Fort Carson. The remaining 1,000 lbs. that is authorized transportation within CONUS on the early return travel order from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 11: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES WHEN THE MEMBER IS ASSIGNED TO INDETERMINATE TDY (ITDY) TRAVEL

5454 GENERAL

A. Authority

1. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 476.

2. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process only to assist in moving dependents from one location to another when the dependents have been or are being moved at Gov't expense.

B. Authorization/Approval. Only Service Headquarters can authorize/approve ITDY.

C. Allowances

1. DLA. DLA is payable to a member when dependents relocate under an ITDY order. See pars. 5450 and 5442-T.

2. Dependent Transportation. Dependent transportation is authorized under this Part the same as for PCS.

3. MALT

a. The MALT in par. 5156 applies unless the dependent accompanies the member to the TDY location traveling in the same POV.

b. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives PCS mileage.

4. HHG Transportation. See par. 031201 for HHG transportation.

5456 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION

A. Authorized Travel and Transportation Allowances. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place, from the old PDS, when authorized by the Secretarial Process.

B. Member Accompanies Dependent to Alternate Place. The member may accompany the dependent to the alternate place:

1. While en route to the ITDY assignment, or

2. As a separate PCS round trip between the old PDS and alternate place at Gov't expense before departure on the ITDY assignment. See B-199354, 1 July 1981.

C. Limitations/Restrictions

1. The Secretarial Process must determine that the member's presence is needed to assist the dependent(s) and not for personal convenience.

2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY order.

3. Gov't funded round trip transportation is not authorized between the ITDY station and the alternate place to assist dependents in relocating.

5458 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS

A. Authorized Travel and Transportation. The member is authorized PCS travel and transportation allowances from the ITDY location via the:

1. Alternate place the dependents were moved at Gov't expense, en route to the old/new PDS, or

2. Old PDS, to the alternate place the dependents were moved at Gov't expense, and to the new PDS. Return to the old PDS (prior to travel to the new PDS via the alternate place) must be:

a. Stated in the member's order, or

b. Authorized/approved through the Secretarial Process.

B. Travel to Alternate Place Dependents were Moved at Gov't Expense. The Secretarial Process must determine that it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). Arranging a HHG/POV shipment is not an authorized reason.

C. Dependent Travel Reimbursement. Dependent travel reimbursement is limited to travel directly from the alternate location to the official destination (either old or new PDS).

D. Dependent(s) Remain at PDS. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.

E. Constructed Cost. The member's PCS travel and transportation allowances between the ITDY location and alternate place/previous PDS at which the dependents are located is limited to the Gov't's constructed cost and POV travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, Gov't or common carrier transportation mode and necessary travel time between the authorized points (par. 020205) is cost effective and time efficient to perform the official travel in most situations.

F. Reimbursement Limitations. Travel and transportation reimbursement is not authorized when the member has reported to the new PDS on a subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at Gov't expense. The member is financially responsible for the travel and transportation expenses if performed. See par. 010104.

5460 MEMBER RETURNS TO THE OLD PDS

A. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station/alternate location, to the old PDS when:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

2. Returns to the old PDS from ITDY.

B. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

1. The dependent is scheduled to, or actually does, arrive at that PDS; or

2. Command sponsorship is granted again;

whichever is later.

5462 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place

1. Purpose. Travel and transportation authorized at Gov't expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

2. Authorization. Dependent travel and transportation allowances to an alternate place may be authorized at Gov't expense IAW Agency/Service regulations when:

a. ITDY applies;

b. The member's TDY order does not provide for return to the PDS; and

c. The TDY:

(1) Is contemplated to be for 20 or more weeks at any one location, except as in par. 031201.G-J; or

(2) Order does not specify/imply any limit to the period of absence from the PDS.

3. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

4. PDS and ITDY Stations Are Both OCONUS

a. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

b. If determined to be in the Gov't's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.

5. PDS is in CONUS and the ITDY Station is OCONUS

a. Authorization/Approval. Only the Secretarial Process may authorize/approve dependents' travel and transportation at Gov't expense when the PDS is in CONUS and the ITDY station is OCONUS.

b. Transportation. When authorized/approved, transportation may be authorized from the PDS to:

(1) The ITDY station;

(2) A CONUS location; or

(3) A non-foreign OCONUS location if the non-foreign OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.

c. Limitations. Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

6. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at Gov't expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. 5460.

B. PCS Order Received at the ITDY Station. When a dependent is moved, at Gov't expense, to the ITDY station/ other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at Gov't expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member Returns to the Old PDS

1. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized dependent travel and transportation from the ITDY station/ alternate location to the old PDS, when:

a. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

b. Returns to the old PDS from ITDY,

2. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

a. The dependent is scheduled to, or actually does, arrive at that PDS; or

b. Command sponsorship is granted again;

whichever is later.

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 A 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 Orders. Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). 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 I, par. A1, 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	Agree-ment 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 [4] Advance	[5, 7]
First PDS Travel to OCONUS PDS [8, 9, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes [4] Advance	Yes [7]
PCS Between CONUS PDSs [1]	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 [4] Advance	[5, 7]
PCS From OCONUS PDS to CONUS PDS [1, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No [11]	Yes Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	[5, 7]
PCS From CONUS PDS to OCONUS PDSs [1, 8, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No [11]	No [2] Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	Yes [7]
PCS Between OCONUS PDSs [1, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No [2] Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	Yes [7]

[1] Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 032602 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. Allowed when, instead of being returned to the former non-foreign OCONUS area PDS, 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 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.
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].

[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 EMPLOYEE APPOINTEE ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.
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.

[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 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component authorizes PCS allowances.
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).

[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 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the DoD Component authorizes PCS allowances.
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. Transportation including 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. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	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. 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. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).

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 Relocation allowances that DoD Component must pay or reimburse	Column 2 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. 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).	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]

[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 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee and immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Transportation and 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). . TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302–6). [1]

[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 Relocation allowances that DoD Component must pay or reimburse	Column 2 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).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).	

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)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 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)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 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] See par. 5591
1. Transportation of employee & immediate family member(s) (par. 032602) (FTR, Part 302–4). 2. Per diem for the employee (oar, 032602) (FTR, Part 302–4). 3. Movement of HHG & SIT (par. 032602 and Ch 5, Part B) (FTR, Part 302–7).

[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 A) apply for payment/reimbursement purposes.

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

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 A 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. 010302 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 POV 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 a: GENERAL

5524 TRAVEL AND TRANSPORTATION OPTIONS

A. General. An employee may elect to:

1. Travel by POV,

2. Procure common carrier transportation, or

3. Be provided transportation in kind.

B. Mandatory Gov't Transportation Use. See par. 020208.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 5605.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. Example: Official distance travel is 1,500 miles. The employee is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POV. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The employee is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POV fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy

1. It is mandatory policy for all employees to use an available TMC for all official transportation requirements.

2. See par. 020208 for available Gov't transportation use policy.

B. Reimbursement

1. An employee who, despite violating DoD policy on TMC use, procures common carrier transportation at personal expense for official travel, is authorized reimbursement NTE the amount authorized in pars. 020206, 020207, and 020208.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. is based on the policy constructed airfare.

4. If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 010201 (B-163758, 14 Aug 1975).

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POV use is authorized/approved for all PDT travel, and the employee modifies transportation using POV and common carrier (par. 020210-G), the employee is authorized:

a. The MALT rate for the distance traveled by POV;

b. The common carrier cost; and

c. Per diem for actual travel time.

3. PCS Mixed Modes Example

Date	Departure/Arrival	Location	Transportation
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POV
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POV is $.23/mile		MALT Plus per diem rate is $129/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL:		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $129/day x 3 days =	$387.00
Total Actual Cost =		$892.99
COST FOR POV TRAVEL FOR THE ORDERED DISTANCE:		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $129/day x 9 days =	$1,161.00
Total Constructed Cost =		$1,847.32
Reimburse to the employee the actual cost ($892.99) NTE the constructed cost ($1,847.32).		
The employee is due:		$892.99

B. Mixed Modes Travel Time

1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

(1) Travel time authorized for the total distance traveled by POV in whole days IAW par. 5605-A, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 5605-A as if POV were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 020204;

(2) Step 2. Determine the total number of miles traveled by POV, NTE the distance in Step 1, and compute travel time IAW par. 5605-A;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POV been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; employee travels 800 miles by POV, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POV travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; employee travels 800 miles by POV, and 700 miles by air. Travel time for 800 miles by POV (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POV used for entire distance) results in 3 days of

authorized travel time.

(3) Example 3. Official distance 385 miles; employee travels 200 miles by POV, and 500 miles by air. Travel time is allowed for 200 miles by POV (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

An employee travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles). Miami to leave location Chicago, IL (1,392 miles). Chicago to new PDS Ft. Irwin CA (2,094 miles). Ft. Belvoir to Ft. Irwin is 2,627 miles. Ft. Belvoir to Chicago is 715 miles.

If the employee travels by POV the entire trip, travel time is computed using 2,627 miles. If the employee travels by POV from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the employee travels by POV from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the employee travels by air from Ft Belvoir to Miami, then by POV from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POV travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. 020208 and 5532-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5532-A, and

b. Dependent travel under par. 5588, and

c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POV Travel. See par. 5612.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POV, see par. 5612.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't Procured Transportation Available. If Gov't procured transportation is directed, reasonably available, and not used, the employee is NOT authorized reimbursement for transportation costs.

b. Gov't Procured Transportation Not Available

(1) Gov't Procured Transportation Not Available. When Gov't procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 020206 for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:

a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the employee's transportation on the direct route if travel by non U.S. flag carrier

on the circuitous route is supported by the documentation required in par. 020206, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5534 GENERAL (FTR §302-4.200)

A. Travel of 12 or fewer hours (12 Hour Rule). A per diem allowance must not be paid when the official travel period is 12 or fewer hours (FTR §302-11.2).

B. PCS Travel Delayed for Reasons Beyond the Employee's Control

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the employee's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., an employee with disabilities).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The Standard CONUS per diem rate:

a. Applies for any CONUS city/county location not identified in the CONUS per diem rates.

b. Is used for all CONUS locations when PDT is involved with:

(1) Travel to a first duty station for a newly recruited employee or appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and

(6) HHT (except when lump sum payment is authorized under par. 5800).

2. OCONUS Travel

a. The applicable maximum per diem rate applies to OCONUS travel.

b. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

c. OCONUS per diem ICW PDT travel is authorized for:

(1) Travel to a first duty station for a newly recruited employee/appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) HHT (lump sum method only); and

(6) Temporary lodging occupation at an OCONUS location.

5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The 'new PDS' per diem rate and the computation in pars. 020303 and 020304 are used for PCS travel when transportation is personally procured , or furnished as transportation-in-kind, for separate legs of a journey (par. 020205).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 020310 .

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

5538 PARTIAL TRAVEL DAYS

The 75% rate in par. 020310 applies to:

1. Departure and arrival days at PDSs,

2. Designated places/alternate destination point, or

3. Safe haven (when PCS travel is from a safe haven location).

4. RAT leave locations when Lodgings Plus per diem is paid.

5540 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 020309) when travel is more than 12 hours.

5542 PER DIEM FOR POV TRAVEL INVOLVING A CAR FERRY

See par. 5613.

5544 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for an employee and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Employee spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =		$ 223.50
18 Feb	$51 (destination M&IE rate) =		51.00
18 Feb	$51 + $100 ($100 is less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$454.75

B. Example 2

Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			
REIMBURSEMENT			
18 Feb	75% x $51 (destination M&IE rate) =		$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate)		29.25
Total Reimbursement			$218.50

C. Example 3

Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
5 Mar	75% x $39 (new PDS rate) =		$ 29.25
5 Mar	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$58.50

5548 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW DoD FMR 7000.14-R, Volume 9. See par. 010301.
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B. Lodging Tax

1. CONUS and Non-foreign OCONUS Areas

   a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.

   b. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense.

2. Foreign OCONUS Areas

   a. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.

   b. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to an employee without itemization of expenses or receipts.

5550 LODGING PLUS PER DIEM COMPUTATION METHOD

A. General. Compute per diem for all PCS travel using the Lodging Plus method. Each travel day's per diem is the actual amount the employee pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: This is the departure day from the PDS, home, or other authorized point.

1. Day Travel Begins

   a. Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

   b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days

   a. Lodging Required. When lodging is required, and the employee is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

   b. Lodging Not Required. For each full calendar day an employee is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the employee or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

B. HHT. See Ch 5, Part B12.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.

2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.

3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.

2. The Standard CONUS M&IE rate is applicable on the arrival day at that location.

3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

E. Per Diem Computation Examples. See Standard CONUS per diem rate for current rate.

1. Example 1

PCS Travel		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POV, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 5605). The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) =		$1136.00
Day 1 (departure day)	$58 (lodging) + ($51 x 75%) =	$ 96.25
Day 2	$51 =	$ 51.00
Days 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + M&IE $306 ($51/day x	$652.00

	6 days) =	
Day 9	$0 (lodging) + $51 (M&IE) =	$ 51.00
Day 10 (arrival day)	$51 x 75% (M&IE) =	$ 38.25
Employee's Per Diem =		$888.50
Per diem for accompanying spouse at 75% of the amount due the employee ($888.50) =		$666.38
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) =		$ 444.25
Total Amount Payable To Employee =		$1,999.13
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 5605.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/$51), par. 5605.		
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.		
Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.		
Days 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91 x 6 days ($546) + the M&IE rate ($51) x 6 days for a total of $652.		
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.		
The per diem for actual travel by the employee is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and per diem for dependents is 75% and 50% respectively of the $888.50 due the employee.		

2. Example 2

PCS Travel		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POV, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6. The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. 5605). The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $59, $53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 4 days x $142 day (Standard CONUS per diem rate) =		$568.00
Day 1 (departure day)	$0 (lodging) + $51 x 75% =	$38.25
Day 2	$59 (lodging) + $51 =	$110.00
Day 3	$0 (lodging) + $51 =	$51.00
Day 4	$53 (lodging) + $51 =	$104.00
Day 5	$0 (lodging) + $51 =	$51.00
Day 6 (arrival day)	75% x $51 =	$38.25
Employee's Per Diem =		$392.50
Per diem for accompanying spouse at 75% of the amount due the employee ($392.50) =		$294.38
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($392.50) =		$196.25
Total Amount Payable To Employee =		$883.13
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 5605.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/ $51), par. 5605.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($51) for a total of $38.25.		
Days 2 and 4 - the applicable per diem rate is the lodging cost ($59 and $53) NTE $91 for each day plus the M&IE		

rate ($51) for each day.
Days 3 and 5 - the applicable per diem rate is the M&IE rate ($51) for each day for a total of $102.
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% ($38.25) of the Standard CONUS M&IE rate ($51).
The per diem for actual travel time ($392.50) did not exceed the maximum allowable ($568), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the $392.50 due the employee.

3. Example 3

PCS Travel, Actual Costs Exceed the Gov't Cost		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POV. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at $70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days @ $142/day (Standard CONUS per diem rate) =		$1136.00
Day 1	$70 (lodging) + ($51 x 75% = $38.25) =	$108.25
Days 2 to 10	$70 (lodging) + $51= $121/day x 9 days =	$1,089.00
Days 11 to 14	$51/day x 4 days =	$204.00
Day 15	$51 x 75% =	$38.25
Total		$1,439.50
Per diem for accompanying spouse at 75% of the amount due the employee ($1,439.50) =		$1079.63
Total travel costs		
($1,439.50 + $1,079.63) =		$2,519.13
Total amount payable to employee		
($1136 + dependent per diem $852, 75% of $1136) =		$1,988.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 5605 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POV accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2. The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 5605). Lodging was occupied for 1 night. The employee certified the single rate applicable to the room occupied with dependents, for 1 night was $127. Per diem is computed as follows:		
Per Diem for Actual Travel using the Lodging Plus Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =		$500
Day 1 (departure day)	$127 (lodging) + $156 x 75% =	$244
Day 2	$125 (lodging) + $72 =	$197
Day 3 (arrival day)	$68 x 75% =	$51
Employee's Per Diem =		$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		$369
Total amount payable to employee = ($492 + 2 dependents per diem ($738 = 75% of $492 x 2) =		$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771		

÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. 5605for a total of 3 days.
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate. Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244. Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) for a total of $197. Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE ($68) for a total of $51. The per diem for actual travel by the employee is $492. Since the per diem for actual travel does not exceed the maximum allowable ($500) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and per diem for dependents is ¾ each of the $492 due the employee.

5. Example 5. PCS/Separation Travel

1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5550).
4. Since travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply. Also par. 5552-D.
5. The max per diem rate at the time of travel was $142 ($91/ $51). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $38.25 ($51 x 75%).
7. Spouse's per diem is 75% of $38.25 due to employee if the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = $78 at the time of travel.		
Reimbursement		
NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.		
$78 (M&IE) rate x 75% for new PDS location =		$58.50
Total Reimbursement =		$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) =		$29.25

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

5555 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order.

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 Q, pars. C and D 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 provisions in par. 0306 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 par. 020307,, 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 POV 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 par.

010204.

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 3 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. 5571 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. 5571, 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:

Location	Effective Date	Biennial Re-certification Date
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. 5658for 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.

5569 TDY STATION BECOMES PDS

See par. 020315-Q.

5570 PCS EXPENSES ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S) (FTR Ch 303, Part 303-70)

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 5570-A, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:

a. The new PDS,

b. The old PDS, or

c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;

5. HHG SIT for NTE 90 days; and

6. Reimbursement of real estate expenses incident to the PCS.

C. Payment of Expenses

1. General

a. Allowable expenses may be paid:

(1) Directly to the person performing the services, or

(2) By reimbursement to any person making the original payment.

b. Claims for reimbursement must be supported by required receipts.

c. Payment should be made IAW financial management procedures.

2. Payment Prohibition when Other Laws Apply

a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.

b. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

3. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (App A1):

a. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. 5571;

b. Presentation of a U.S. flag to the employee's next of kin;

c. Presentation of a flag equal to the flag presented in par. 5570-C3b to the employee's parents(s), if the person to be presented a flag under par. 5570-C3b is other than the employee's parent.

5571 TRANSPORTATION ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S)

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a

mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent

1. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence.

2. If the employee elects an alternate destination, and it is approved by the commander/designee, expenses paid are NTE the cost of transportation to the dependent's actual residence.

3. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par.032007. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed (or were to be performed) by the most direct route to the decedent's actual residence or to any other place designated by the commander/designee. The Gov't's cost is NTE the transportation cost to the deceased employee's actual residence.

b. Time Limitation. Dependent(s) travel and HHG transportation must begin within 1 year from the employee's date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

Effective 6 January 2014
c. Dependent and HHG Transportation. Except for the limitation in par. 5571-C1b, dependent and HHG transportation under this par. is provided as in par. 5572, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT (NTE 60 days with an additional 90 days extension) may be authorized if approved by the agency, NTE a total of 150 days.

2. While Stationed in CONUS. When an employee, stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. 5571-D. The deceased employee's baggage, at the TDY point, must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return Gov't property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. Expenses for POV baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.

c. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

4. POV

a. OCONUS. Transportation of a POV may be authorized:

(1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At Gov't expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When it is established that having the POV at the OCONUS PDS was in the Gov't's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commander/designee may authorize return shipment expenses for the POV when it is established that the POV was authorized and was in the Gov't's best interest (66 Comp. Gen. 677 (1987)).

Effective 6 January 2014

D. Dependent(s), Baggage, and HHG for Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties

1. Contingency. Transportation costs for a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence, as approved when an employee dies on or after 28 January 2008:

a. While performing official duties at an OCONUS location;

b. Within the AOR of the CDR of USCENTCOM; and

c. In direct support of (or directly related to) a military operation, including a Contingency Operation (App A) or an operation in response to an emergency declared by the President.

2. Law Enforcement. Transportation costs for a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after 9 June 2010:

a. As a result of personal injury sustained while performing law enforcement duties; and

b. Is either on TDY or at the current PDS.

3. Authorized Expenses. When the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved by the commander/designee, the following expenses must be authorized:

a. Dependent(s) transportations;

b. HHG transportation (NTE 18,000 lbs.);

c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

d. POV transportation costs associated with returning a POV from the:

(1) TDY location to the employee's PDS, if the agency authorized the use of the employee's POV at the TDY location as advantageous to the Gov't; or

(2) OCONUS PDS to the employee's former actual residence or alternate destination, as approved by the agency, if the employee's POV was authorized at the OCONUS PDS.

4. Time Limitations. Dependent(s) travel, and POV and HHG transportation must begin within 1 year from the employee's date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

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 Destination

a. 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. 5596.

(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 POV; 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. 020207).

4. Reimbursement is NTE the:

a. Policy constructed airfare (App A) 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 Chs 3, 4 and 5.

E. Transportation Mode and Routing. See Ch 2 for authorized transportation mode and routing for dependent travel.

F. Transoceanic Travel. See par. 020208 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 2.

J. Reimbursable Expenses. Reimbursement for expenses are authorized when incurred incident to dependent PCS travel.

K. Receipt Requirements. See par. 010301.

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 par. 032602.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see App A 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. POV 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 POV travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 5605-A.

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 A);

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. 5590-C1) as defined in App A, 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 A), 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. 010204.

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. 020208. 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. 020208.

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 pars. 020206-I and 020206-J and Table 2-3 for required use of U.S. flag ships.

C. Travel by Oceangoing Car Ferry. See par. 5613.

5590 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized

a. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.

b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

a. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.

b. The destination may be the new PDS, some other point selected by the employee , or both.

c. Reimbursement may not exceed the Gov't's costs over a usually traveled route between the old and new PDSs.

d. Travel to a first PDS may not exceed the Gov't's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS

1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

a. A current employee's PCS,

b. The initial appointment of certain employees, and

c. RAT.

2. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee

(1) From a CONUS PDS to an OCONUS PDS

(a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.

(b) The travel destination may be:

-1- The OCONUS PDS, or

-2- An alternate CONUS destination specified at the time of transfer.

For exceptions, see Ch 5, Part B, par. 6025-C, or par 6050-C..

(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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(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. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(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 Destination

a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

(a) At the employee's OCONUS PDS,

(b) A place other than the OCONUS PDS, or

(c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't

(a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov't, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(b) Travel costs to an alternate destination anywhere in the world may be allowed.

(c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov't. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't

(a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.

(b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

5591 EMPLOYEE ATTENDING TRAINING COURSE AWAY FROM PDS WITH NO RETURN TO OLD PDS

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 020307 and 032602), or

2. Dependent and HHG transportation to and from the training location.

B. Dependent and HHG Transportation

1. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:

a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and

b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE: Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov't expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. ;Gen. 834 (1973)).

C. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5606.

D. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:

a. Successfully completed the training program,

b. Signed the service agreement required in par. 5834, and

c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5592 PER DIEM FOR DEPENDENT TRAVEL

A. General

1. An employee is authorized per diem for each dependent's actual travel ICW the employee's PCS, or for other travel in this Part.

2. Travel time for which per diem may be paid is determined under par. 5526 in the same manner as for an employee.

3. An employee's travel time and the amount of per diem paid for the employee's travel ICW the PCS are not used in computing the per diem for dependent travel in pars. 5592-B and 5592-C.

4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the employee 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. 020303-F, Table 2-15 applies when the employee/dependent obtains lodging from friends/relatives.

8. The prohibition on paying per diem for travel of 12 or fewer hours applies..

B. Dependent(s) and Employee Travel Together

1. Maximum Per Diem Rate. When an employee and dependent(s) travel together, the per diem is authorized for each at a rate of:

a. 75% of the employee's per diem rate for each dependent(s) age 12 or older; and

b. 50% of the employee's per diem rate for each dependent under age 12.

2. Accompanying the Employee. When more than one POV is used and a dependent traveling in a POV travels along the same general route, on the same days as the employee, the dependent is accompanying the employee.

3. Minimum Per Diem Rate. The minimum per diem rate for a dependent is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately

1. Maximum Per Diem Rate. Per diem is authorized for each dependent other than a spouse/domestic partner, traveling separately, at a rate of:

a. 75% of the employee's per diem rate for a dependent age 12 or older; and

b. 50% of the employee's per diem rate for a dependent under age 12.

2. Minimum Per Diem Rate. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

D. Spouse/Domestic Partner Travels Separately from the Employee:

1. Maximum Per Diem Rate. When an employee and spouse/domestic partner travel separately, per diem is authorized at a rate of 100% for the spouse/domestic partner.

2. Not Accompanying the Employee. A spouse/domestic partner is not accompanying the employee when they travel separately from the employee on different routes and/or at different times.

3. Employee Travel Time. The employee's actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner's travel.

E. TDY Involved

1. An employee's TDY location is not a delay point for a dependent.

2. Per diem is not authorized for a dependent at a TDY location.

F. 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.

G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Gov't-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Gov't-procured air transportation.

H. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. 5594when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee's training location IAW par. 032602 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

I. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to the spouse traveling independently. See Standard CONUS per diem rate for current rate.

Dependent PCS Travel		
A spouse/domestic partner performed PCS travel from Location A, to Location B, in 10 days. The spouse/domestic partner traveled by POV, accompanied by the couple's 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. 5605. The standard CONUS per diem rate is $142 ($91/$51). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied by the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel under the Lodging Plus Method		
Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) =		$ 1,136.00
Day 1 (departure)	$58 (lodging) + [75% x $51] =	$ 96.25

Day 2	$51 =	$ 51.00
Day 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + $51/day x 6 days = $306 =	$ 652.00
Day 9	($0 (lodging) + $51 =	$ 51.00
Day 10 (arrival)	75% x $51 =	$ 38.25
	Employee's (Spouse) per diem authorization =	$ 888.50
	Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) =	$ 444.25
	Total amount payable to employee =	$1,332.75

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 5605.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/$51).
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.
Day 2 the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.
Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91/day + the M&IE rate ($51) x 6 days for a total of $652.
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.
The per diem for actual travel by the spouse is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the $888.50 due the employee.

5594 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographic locality from the old PDS, dependent per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POV from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5596 EARLY RETURN OF DEPENDENTS (ERD)

A. Transportation

1. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.

2. 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. See pars..010102, and 010103.

3. Authority. Early return travel may be authorized when:

a. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q, par. C. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840--C11, for exceptions to the PDS service period agreement; or

b. 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.

B. Reimbursement

1. Limitations

a. 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.

b. 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.

c. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

2. Gov't Transportation. If available, Gov't transportation must be used for ERD travel,

3. Transportation Modes. See Ch 2 for mileage rates, accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.

4. Receipt Requirements. See par. 010301 and DoD FMR 7000.14-R, Volume 9 for receipt requirements.

C. Travel and Transportation Limitations

1. Authorization

a. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.

b. A dependent's return travel at Gov't expense to the OCONUS PDS is not authorized except when incident to RAT. See par. 5950.

2. Reimbursement

a. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:

(1). Completes an agreed to period of service,

(2) Has received unaccompanied one-way dependent transportation to the actual residence, and

(3) Has RAT at a later date.

b. 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.

3. Receipt Requirements. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

D. Return of Former Spouse/Domestic Partner and/or Other Dependent (FTR § 302-3.227)

1. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:

a. 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.

b. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

2. Time Limitation

a. Travel must begin before the end of the employee's current tour of duty.

b. 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.

c. 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.

5598 DEPENDENT STUDENT TRAVEL

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.

Effective 1 April 2014
B. 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, and

3. No per diem is paid if travel is 12 hours or less.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 4: POV USE ON PERMANENT DUTY TRAVEL

5604 POV USE

A. Use of One or Two POVs

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT when travel is performed.

2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POVs, if used, and car ferry fees for each POV.

3. Except when using more than two POVs (par. 5604-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POVs.

4. The employee may be reimbursed for use of two POVs, by dependents, only if the employee travels by other than POV.

5. The employee is not reimbursed automatically for three POVs to allow the employee to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POV.

B. Use of More than Two POVs (FTR §302-4.500 and §302-4.700d)

1. General. Reimbursement for the use of more than two POVs, within the same household for PDT, may be authorized/approved through the Secretarial Process.

2. Examples of When More than Two POVs Are Routinely Authorized/Approved

a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POVs;

b. Because of age/physical condition, a family member needs special accommodations in one POV and second and third POVs are required for the other family members.

c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POV.

d. Dependents perform unaccompanied travel:

(1) Between authorized points other than those for the employee's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route);or

(2) To the new PDS in advance of the employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POV.

e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POVs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: An employee, spouse and 2 teenage drivers with 4 POVs does not constitute a special circumstance and reimbursement for more than 2 POVs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POVs is authorized/approved, MALT applies for each POV.

b. If the same POV is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the employee makes a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. 5604-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See App I for travel order policy.

5605 TRAVEL TIME

A. POV. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. There is no mandatory distance that must be driven per day.

B. Gov't Conveyance and/or Common Carrier Obtained by Gov't Procured Transportation. Gov't conveyance (except Gov't auto), and/or Gov't procured common carrier transportation travel time allowed is the actual time needed over the direct route, including necessary delays for the transportation mode used. Gov't auto travel time is computed under par. 5605-A.

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

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT is determined by the official distance for the PDT.

B. Authorized Employee(s)

1. An authorized employee is a member, an employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/employee travels as an authorized employee in the same POV, only the authorized employee incurring expenses is authorized MALT for the official distance.

3. The employee who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. Example 1: An employee married to employee couple, each on a PCS order, and their two children travel together in one POV. One employee is paid MALT for the official distance and all reimbursable expenses.

b. Example 2: Three unrelated employees, each on a PCS order, travel together in one POV between two PDS locations. The employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POV. Only one may receive MALT for the official distance. Either the member or the employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POV use on official travel.

4. An employee may be eligible to submit a claim for repairs to a POV used for official travel, using Service procedures, under 31 USC §3721.

5608 POV USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POV is driven round trip to drop off and/or pick up an employee at a transportation terminal, the employee paying POV operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Employee Driven to the Transportation Terminal. If a family member drives the employee to and/or from the transportation terminal, it is presumed that the employee incurs the expense.

5610 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5612 TRANSOCEANIC TRAVEL BY POV

A. General

1. When transoceanic travel ordinarily would be involved, but POV is authorized by the AO as being to the Gov't's advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodging plus basis for the employee/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

5613 TRAVEL BY OCEANGOING CAR FERRY

A. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

B. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

a. Gov't procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POV movement (55 Comp. Gen. 1072 (1976)), NTE the Gov't procured ferry transportation cost.

2. Use of More than Two POVs. When reimbursement for the use of more than two POVs is authorized/approved, MALT and car ferry fees apply for each POV.

3. Same POV Used for More than One Trip. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip.

C. Per Diem

1. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2. Travel Includes an Overnight on a Car Ferry Anywhere in the World

a. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

b. Debarkation Day. For the departure day (debarkation) from the ferry is the rate for the employee's or dependent's location at 2400 on that day. See par. 5550.

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee's location at 2400 on the debarkation day. See par. 5550.

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5592-B apply when computing a dependent's per diem.

5614 AUTOMOBILE USE (FTR Part 302-4)

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel, or

3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute miles. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate.

D. Travel Time. See par. 5605-A.

E. Reimbursement Computation. See pars. 020303 and 020304.

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVATELY OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. 5605-A.

C. Reimbursement Computation. See pars. 020303 and 020304.

5622 PRIVATELY OWNED BOAT

See TRANSOCEANIC TRAVEL BY POV, par. 5612.

5624 COMPUTING POV TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.

3. See the DTMO website for current MALT rates.

4. See the DTMO website for the current Standard CONUS per diem rate

5. The per diem is as computed in pars. 5592 and 5605-A, 020303 and 020304.

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POV	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POV, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 5605. After consideration of the lodging expenses, the employee is authorized $650 in per diem.	
1. POV travel reimbursement is based on 2,826 miles x $.23/mile (see mileage rates on the DTMO website). 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142/day (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent ($650).	$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
6. Amount spent on tolls	+ 10.00
7. Total Reimbursement	$2,122.48

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POV	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POV, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 5605. After considering lodging costs, one employee is reimbursed $650 while the other is reimbursed $720.	
1. POV travel reimbursement for one employee is based on 2,826 miles @ $.23/mile. See mileage rates on the DTMO website. 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem ($1136/employee). Each employee is reimbursed the actual amount spent $650 + $720 =	$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 x 50% =	$360.00
5. Amount spent on tolls	+ $10.00
6. Total Reimbursement	$2,389.98
Total reimbursement to employee 1 is $649.98 + $650 + $10 = $1,309.98	
Total reimbursement to employee 2 is $720 + $360 = $1,080	

C. Reimbursement Computation Example for Two POVs

Reimbursement Computation for Two POVs	
An employee performs PCS travel from Location A to Location B using two POVs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 5605.	
1. POV travel reimbursement for the first POV, driven by the employee only, is based on 2,826 miles x $.23/mile, (see mileage rates on the DTMO website). 2,826 miles x $.23/mile =	$649.98
2. POV travel reimbursement for the second POV, driven by spouse is based on 2,826 miles x $.23/mile, see mileage rates on the DTMO website. 2,826 miles x $.23/mile =	$649.98
3. Allowable per diem for employee based on Lodging Plus for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent ($650).	$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
7. Amount spent on tolls	+ $10.00
8. Total Reimbursement	$2,772.46

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POV. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x $.23/mile (employee only) =	$199.18
866 miles x $.23/mile (spouse and 2 children) =	$199.18
Total Malt Payable For POV Travel	$398.36
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION b: HHG WEIGHT

5646 PRESCRIBED WEIGHT ALLOWANCES (FTR §302-7.2)

A. Maximum Weight Allowance. The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee.

B. Baggage Allowances. See par. 020207-C for baggage allowances.

C. Uncrated or Van Line Shipments. For uncrated/van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials.

D. Employee Financial Responsibility

1. See par. 5634-B when the employee is financially responsible for HHG transportation expenses.

2. Under no circumstances may the Gov't pay any expenses associated with excess weight.

E. Transportation of HHG and PBP&E (§302-7.6)

Category of Employee	Authorized Origin/Destination
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from Gov't service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at Gov't expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

5648 ADMINISTRATIVE WEIGHT LIMITATION (FTR §302-7.17)

A. Policy

1. When Gov't furnishings are provided at an OCONUS location, HHG transportation at Gov't expense to or from such an OCONUS location ordinarily is limited to 4,500 lbs. net weight, including UB weight.

2. See App W for authorized administrative weight allowance locations that may differ from the 4,500 lb. amount.

3. An allowance of up to 500 lbs. exclusive of the 4,500 lbs. net weight of the administrative weight limitation

is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

4. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations

5. An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous unless authorized for an employee assigned to National Security Agency (NSA) who may be authorized DOS allowances IAW National Security Act of 1959 if implemented in NSA regulations. Only 4,500 lbs. net weight may be transported at Gov't expense subject to the exceptions below.

B. Exceptions

1. HHG Shipped Prior to Administrative Weight Restriction Effective Date. The restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location.

2. Gov't Furnishings Not Available. When Gov't furnishings are not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Gov't furnishings is added to the 4,500 lbs. net weight.

3. Gov't Furnishings Returned or Unserviceable. If all Gov't furnishings are required to be returned to the Gov't and/or the Gov't furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 lbs. net weight) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. Weight Allowance Increase at Employee Request

a. The AO/designee may increase the restricted HHG weight allowance if requested to do so by the employee.

b. The increase is NTE the employee's maximum weight allowance (18,000 lbs. net weight) with HHG previously shipped or continued in storage counting against the increased weight allowance.

c. One or more of the following conditions must apply:

(1) The employee is assigned consecutive full tour assignments to administratively weight restricted areas;

(2) The employee is on a tour that is extended one year or longer within the same administratively weight restricted area;

(3) Upon departure from an administratively weight restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight restricted area; or

(4) Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. Non-Foreign OCONUS Area. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight restricted area.

6. Weight Allowance Remainder. Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Transportation from a Weight Restricted Area. If an employee is transferred from an OCONUS weight restricted PDS to a PDS at which Gov't owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

5650 NET WEIGHT DETERMINATION (FTR §302-7.13)

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and

3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial) is allowed an allowance of up to 2,000 lbs., exclusive of the 18,000 lbs. net weight of HHG shipment that is used for packing weight:

1. Is the weight shown on the bill of lading or weight certificate;

2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,

2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or

3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight

1. A constructed weight based on 7 lbs./cubic foot of properly loaded space should be used:

a. When an adequate scale is not available at origin, en route or at destination,

b. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

c. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

2. The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

5652 EXCESS CHARGES

A. Gov't Responsibility

1. The Gov't must pay the total transportation cost and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.

2. An agency may not pay the cost of transporting an employee's HHG in excess of 18,000 lbs. (5 USC §5724(a)(4)).

3. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessorials and any other costs that the Gov't paid to move the HHG.

B. Employee Responsibility

1. General. The employee is financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the employee and/or the AO providing transportation funds were not notified by the TO of the weight status (CBCA 2076-RELO, 5 October 2010).

2. Transportation. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

C. Prescribed Weight Allowance. See par. 5646 for prescribed weight allowance.

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

E. Employee Payment. Payment from the employee for excess charges is IAW finance regulations. (FTR §302-7.200)

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

G. HHG Weighed Twice. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost (CBCA 1500-RELO, 6 July 2009 and CBCA 1534-RELO, 10 July 2009).

H. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army. Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy. See Transportation of Personal Property (NAVSUP P-490);

3. Air Force. Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030; or

4. Department of Defense (DoD) Components:. (App A - DoD Components) OSD/WHS/DoD Agencies: OSD/WHS/DoD Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

I. Weight Additive Articles (FTR §302-7.21). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. 5646 . For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. GSBCA 16131-RELO, 21 July 2003. Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION a: CONUS POV TRANSPORTATION

5696 GENERAL

POV(s) transportation at Gov't expense may be authorized/approved as being to the Gov't's advantage for a/an:

1. Employee transferred in the Gov't's interest,

2. New appointee relocating to the first CONUS PDS, or

3. Student trainee relocating to the first CONUS PDS.

5698 AUTHORITY

A. General. Commanding officers/designated representatives are authorized to determine eligibility to transport a POV(s) at Gov't expense under the following conditions:

1. Both the old PDS (or actual residence of a new appointee/student trainee) and new PDS are within CONUS; and

2. It is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member(s) drive one or two POVs if applicable to the new PDS. Costs to be considered are:

   a. Cost of POV travel, transporting the POV(s), travel if the POV(s) is/are transported; and

   b. Productivity benefit from the employee's accelerated arrival at the new PDS.

   Performing the cost comparison is mandatory for each order.

3. Each DoD Component determines that the POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV (See FTR §§302-9.301 and 302-9.302);

4. The number of POVs authorized transportation (up to two) at Gov't expense is determined by the Agency/Service. (See FTR §302-9.302). The number of POVs (up to two) cannot exceed the number of people on the relocation travel order, who are licensed drivers.

5. The distance the POV is shipped is 600 or more miles (See FTR §302-9.301).

6. The POV is in operating order, legally titled and tagged for driving (See FTR §302-9.301 and §302-9.505-506).

7. A vehicle may not be shipped as PBP&E. See FTR §302-9.302.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the employee is transferred, or

2. Actual residence for a new appointee/student trainee.

C. Towing Equipment Cost

1. When POV transportation at Gov't expense is authorized/approved, an employee may be reimbursed the cost of:

a. Towing equipment, or

b. A car carrier

used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004).

2. Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.

5700 SHIPMENT METHODS

A. Gov't Arranged POV Transportation. The TO determines the transportation mode. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408.

B. Employee Arranged POV Transportation (FTR §302–9.142§302–9.207). If POV shipment is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from the authorized origin point to authorized destination (par. 5698).

C. Transporting a Specially Equipped Automobile (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a "traveler with a disability" between CONUS PDSs may be:

a. Arranged by the DoD Component on behalf of the traveler, or

b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

a. Is cost beneficial (this is the primary consideration).,

b. Constitutes a reasonable accommodation to the traveler, and

c. Does not impose undue hardship on the DoD Component's personnel relocation program.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION b: OCONUS POV TRANSPORTATION

5702 GENERAL

A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. POV Transportation Allowances. POV transportation allowances are discretionary.

C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.

D. POV Shipment Information. Other requirements related to POV transportation, are at the SDDC website, and Transportation Regulation-Part IV, "Shipping your POV".

E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See FTR §302-9.302

F. POV Shipment Requirements. The POV must be:

1. In operating order, and
2. Legally titled and tagged for driving,

by a licensed traveler named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

A. Authorized Personnel. Personnel authorized POV transportation are a/an:

1. Employee transferred in the Gov't's interest, or
2. New appointee, or
3. Student trainee assigned the first PDS.

B. Eligibility Determination. Commanding officers/designated representatives:

1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov't expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
3. In CONUS, who assign employees OCONUS must:
   a. Comply with the eligibility criteria established for the specific OCONUS area, and
   b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a

determination must be made that it is still in the Gov't's interest for the employee to retain the POV at the PDS.

2. A written record of any determination must be filed IAW personnel directives.

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

1. The POV is not primarily for the employee's and immediate family's convenience.

2. Local conditions make it desirable for the employee to have a POV.

3. POV use by the employee contributes to the effectiveness of the employee's job.

4. The POV type is suitable for local conditions.

5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:

a. The port/VPC serving the new PDS, or

b. An alternate port/VPC.

3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

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

5708 POV SIZE LIMIT

Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 010102 and 010103).

5710 CARE AND STORAGE

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

1. The employee at the destination, or

2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense (pars. 010102 and 010103).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The TO determines the transportation mode.

2. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408.

B. Personally Procured Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:

a. The Status of Forces Agreement (SOFA),

b. Use of U.S. carriers,

c. Import/export processes, and

d. Tariffs, customs, etc.

3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

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

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

C. Car Ferry. See par. 5613 for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

A. General. POV transportation may be authorized when any of the conditions in this par. are met.

B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:

1. Meets the eligibility criteria in par. 5704, and

2. Signs a service agreement in par. 5820.

C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:

1. Meets the eligibility criteria in par. 5704, and

2. Signs a service agreement in par. 5820.

D. Tour of Duty Completed. POV transportation may be authorized when the employee:

1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov't's interest for the employee to have a POV, or

2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, and

3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.

E. Tour of Duty Not Completed. POV transportation may be authorized when the employee:

1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov't's interest for the employee to have a POV, or

2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5704-E, and

3. Is returning, through transfer, for the Gov't's convenience and not at personal request.

F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is Not in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:

1. At an OCONUS PDS where initially it was in the Gov't's interest to have a POV, or

2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5704-E, but

is transferred to another OCONUS PDS where it is not in the Gov't's interest to have a POV, and the employee requests POV transportation to CONUS;

G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:

1. At an OCONUS PDS where initially it was not in the Gov't's interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov't's interest to have a POV there, and

2. Signs a service agreement IAW par. 5820; or

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

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov't's interest to have a POV, and due to changed circumstances the determination is rescinded.

2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov't expense to the port/VPC serving the actual residence.

5718 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov't's interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).

a. Example 1: An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

b. Example 2: An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the HI PDS.

c. Example 3: An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov't's interest for the employee to have a POV at the HI PDS.

d. Example 4: An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov't's interest for the employee to have the POV in HI.

2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or 5820, unless determined that it is in the Gov't's interest (CBCA 827-RELO, 4 October 2007).

5720 RESTRICTED POV TRANSPORTATION

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

1. The local Gov't:

a. Prohibits POV importation; or

b. Applies restrictions on such POV importations;

2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

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

5722 PORTS/VPCS USED

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

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

C. Alternate Ports/VPCs

1. A POV may be transported to an alternate designated port/VPC.

2. The Gov't's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.

3. For an employee assigned to Johnston Island, the Gov't's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.

4. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned

to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.

5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov't's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).

6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov't expense is:

a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,

b. Between appropriate ports/VPCs serving OCONUS PDSs, or

c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. 5704-E.

2. Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the employee's convenience.

3. Transportation at Gov't expense includes port handling charges for readying the POV for:

a. Shipment at the loading port/VPC, and

b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

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

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or

2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

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

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

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

2. Limited to the actual cost of having the POV transported between the:

a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,

b. Port/VPC and the employee's new OCONUS PDS, or

c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

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

1. Per Diem Not Allowed. Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.

2. Status. Administrative leave and duty status incident to a PCS is addressed in DoDI 1400.25, Vol. 630.

3. Overall Reimbursement Limitation

a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.

b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and

b. Port/VPC to the employee's new OCONUS PDS, or

c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

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

a. To the port/VPC to deliver the POV, and

b. From the port/VPC after reclaiming the POV.

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

a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and

b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

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

a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is $35 from the port/VPC. Pay the employee $.23/mile x 200 miles = $46 PCS MALT and $35 for between port/VPC and airport transportation = $81.

b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC

is $150 (airfare), taxi from the airport to the port/VPC - $30 is $180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x $.23/mile = $115. Pay the employee $295 for the one-way transportation cost of $180 and one-way PCS MALT of $115.

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

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT). PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A.

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

a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);

b. Passenger POE (where the employee drops off dependents) to the port/VPC;

c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);

d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

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

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

b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;

c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or

d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

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

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

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

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

5732 REPLACEMENT POV SHIPMENT

A. General

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

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

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

4. See USTRANSCOM Shipping Your POV Pamphlet, par. S for non-conforming POV transportation requirements.

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

B. Emergency Replacement. Emergency POV replacement may be authorized when:

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

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

b. Acceptable to the DoD Component concerned; and

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

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

1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983);

2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS; and

3. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A).

D. Limitations

1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.

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

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCES

A. Transfer/Assignment between OCONUS PDSs

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov't expense provided the maximum amount the Gov't pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an

employee assigned on Johnston Island whose dependents reside in Hawaii.

2. If, due to changed circumstances at a PDS, it is no longer in the Gov't's interest for the employee to have a POV at the PDS, the employee may transport it at Gov't expense to another OCONUS PDS to which the employee is transferred if it is in the Gov't's interest for the employee to have the POV there.

3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov't expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov't may not pay more than the transportation cost from the place to which it was last transported at Gov't expense.

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

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

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

2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

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

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov't, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov't expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov't's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.

3. Any excess costs are the employee's financial responsibility (65 Comp. Gen. 468 (1986)).

5736 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 010102 and 010103). This does not apply to POV transportation aboard an oceangoing car ferry.

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

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

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);

2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 7: MOBILE HOME TRANSPORTATION

5744 SCOPE

A. General. This Part prescribes mobile home transportation allowances for an employee ordered to make a PCS move.

B. Mobile Home Definition. See App A.

C. Additional Allowances. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) (FTR, §302-10.6).

D. Constructed Gov't Cost

1. General. The constructed Gov't cost to transport:

a. The mobile home,

b. Any HHG removed from the mobile home, and

c. Unaccompanied baggage/HHG

to the new PDS for the employee's use, cannot exceed the Gov'ts 'Best Value' cost to transport the employee's maximum PCS HHG weight allowance (18,000 lbs.) between the old/new PDSs.

2. 'Best Value' Transportation. Constructed mobile home transportation is always the 'Best Value' transportation cost of the employee's maximum PCS HHG weight allowance between the authorized points.

3. 'Best Value' Determination. For details on how 'Best Value' costs are determined see the USTRANSCOM website.

5746 ELIGIBILITY

A. General. An employee, authorized HHG transportation at Gov't expense, may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the employee's PCS/TCS order effective date;

C. Mobile Home Used as Residence. The employee certifies that the employee/dependent(s) intend to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2).

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the employee's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors.

E. Authorized Movement. The employee is ordered on a PCS between authorized locations (par. 5750).

5748 FUNDS ADVANCE (FTR, §302-10.300)

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) is personally procured using a commercial carrier.

2. The advance is NTE the estimated amount allowable.

3. An advance is not authorized when the Gov't pays the carrier directly (FTR, §302-10.301).

5750 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Origin/Destination Points

1. Authorized Origin/Destination Points. An employee may only be authorized mobile home transportation allowances:

a. Within CONUS,

b. Within Alaska, and

c. Between CONUS and Alaska,

d. Through Canada en route between Alaska and CONUS,

e. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

f. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

g. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

2. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

a. Within CONUS,

b. Within Alaska,

c. Through Canada en route between Alaska and CONUS, or

d. Through Canada between one CONUS point and another.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation (FTR, §302-10.3)

1. Mobile home transportation is limited to the Gov't's cost to transport 18,000 lbs. of HHG between the old and new PDS, plus 90 days of HHG SIT.

2. Unused mobile home transportation costs may not be used to ship HHG.

5752 TRANSPORTATION

A. General

1. Scope. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. Example. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. Maximum Allowances. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs.). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee with Employee Spouse/Domestic Partner

1. Combined Weight Allowances. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum Gov't cost liability to move their mobile home when each employee is authorized:

a. A mobile home allowance, and

b. Movement of a mobile home on a PCS order.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Gov't's cost liability to transport their mobile home.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC.

E. Limitations

1. Reimbursement. Reimbursement is NTE what the Gov't would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).

2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 010102 and 010103).

5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. 5746-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. 5754-E, 5756, and 5650-G).

B. Reimbursement. Reimbursement is NTE the amount in par. 5752-A.

C. Transportation Arrangements. The employee is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier, the employee or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;

2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir);

3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and

4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the employee or dependent/heir.

E. Transportation Costs (FTR, §302-10.200).

1. Preparation Fees. See par. 5756-E3 for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized (NTE the amount in par. 5754-A) for the carrier's charges for:

a. Actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;

b. Ferry fares; bridge, road, and tunnel tolls;

c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and carrier service charges for obtaining such permits; and

d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed (FTR, §302-10.207). Reimbursement is not authorized for:

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. 5754-D);

b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";

c. Special handling costs requested by the employee;

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

e. Storage.

5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5754-C, 5754-D, and 5650-B. Compute distance IAW par. 020204.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 020204.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 020204.

E. Preparation (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. 5756, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. 5752-E for transportation cost limitations.

2. Costs Not Reimbursable. Costs are not reimbursable for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.

3. Preparation Costs Allowed (FTR, §302-10.204). Preparation costs include:

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

c. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;

d. HHG packing/unpacking associated with the mobile home;

e. Disconnecting/connecting utilities;

f. Skirting removal/installation labor costs;

g. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;

h. Trailer towing lights installation/removal;

i. Extension costs of existing water/sewer lines;

j. Dismantling/assembling costs for a portable room appended to a mobile home;

k. Expando charges;

l. Anti-sway device charges (transportation expense);

m. Over-dimension charges and/or permits (transportation expense);

n. Wrecker service when required (transportation expense);

o. Travel lift fees; and

p. Similar expenses.

F. Mobile Home Towed by POV

1. Allowances

a. When a mobile home is towed by a POV, an allowance of $.11/mile is paid to cover the transportation costs listed in par. 5754-E (FTR, §302-10.201).

b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. 5756-E) at the destination (FTR, §302-10.202(b)).

c. A PCS MALT rate is paid (FTR, §302-10.201).

d. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. 020204).

2. Preparation Costs Allowed (FTR, §302-10.204). See par. 5756-E.

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) (FTR, §302-10.5)

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for (FTR, §302-10.200(b)):

a. Fuel/oil used for propulsion of the boat;

b. Pilots/navigators in the open water;

c. A crew;

d. Harbor pilot charges;

e. Docking fees incurred in transit;

f. Harbor/port fees and similar charges related to entry in and navigation through ports;

g. Towing, (in tow or towing by pushing from behind); and

h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate for the official distance between the points authorized, or

2. Is for actual transportation costs subject to the limitation in pars. 5754-E, 5754-E3, and 5756-E; and

3. Must not exceed the amount in par. 5752-A.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. or

2. Is the automobile mileage rate per overland mile for the official distance between the authorized points; and

3. Must not exceed the amount in par. 5752-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. and

2. Must not exceed the amount in par. 5752-A.

5758 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the employee's mobile home transportation by commercial/Gov't means to/from the points authorized in this Part.

B. Gov't's Cost Obligation. The Gov't pays all transportation costs up to what it would have cost the Gov't to transport the employee's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The employee or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The employee may not:

1. Receive any other allowances for the transportation involved, and

2. Transport any HHG separately at Gov't expense.

E. Routing. Expenses for transporting a mobile home at Gov't expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;

2. Ferry fares;

3. Bridge, road, and tunnel tolls;

4. Taxes;

5. Municipal, state, and/or local permits; and

6. Preparations fees (see par. 5756-E3).

G. Costs Not Allowed (FTR. §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the employee's control;

2. Special handling requested by the employee;

3. Insurance/excess valuation over the carrier's maximum liability;

4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:

   a. Structural repairs,

   b. Brake repairs, and

   c. Parts/tire replacement.

6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting

appliances for operation on available utilities; and

7. Damage/repair due to an overload condition. The employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

H. Denied Payment. When the costs in par. 5758-G are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

5760 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)

The allowances in pars. 5754 and 5756 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5762 EMPLOYEE DEATH (FTR, §303-70.302)

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at Gov't expense.

2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the Gov't will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the Gov't will move the mobile home, left behind in CONUS, for the dependents/heirs to:

a. The actual residence (App A), or

b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.

3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

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

5798 TQSE(AE) OPTION

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

1. $142 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2016), or

2. PDS locality (not the lodging location) per diem rate for temporary lodging occupied in OCONUS localities.

B. AEA. AEA (par. 020307) may not be authorized/approved for TQSE(AE).

5800 AUTHORITY

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

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

1. May be authorized only for the time period determined necessary by the AO, and

2. Authorization is determined on a case-by-case basis.

5802 LIMITATIONS

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

B. Time Limitations

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

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

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

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

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 - RELO, 8 August 2005, and par. 5776-B1c).

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

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

(5) Similar factors.

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

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

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

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

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

5804 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

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

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

B. Temporary Lodging Occupancy Time Period

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

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

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

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

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

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

a. The absence period is excluded from the authorized time for temporary lodging occupancy;

b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and

c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

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

1. Employee or a dependent occupies permanent private sector housing, or

2. Authorized time period expires,

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

5806 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. 5806-A2 and 5806-A3.

2. Receipts. DoD FMR 7000.14-R, Volume 9 requires a receipt for:

a. Lodging costs paid, showing location, dates, and by whom occupied;

b. Any single expense of $75 or more (including a single meal expense of $75 or more).

3. Supporting Statement. The supporting statement must include:

a. The cost of each meal, for each day, by date, and where and by whom consumed;

b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and

c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

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

5808 PAYMENT

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

1. Not paid for local transportation expenses;

2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:

a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. 5804);

b. A reasonable amount; and

c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. 5774-D4).

a. **Example 1**. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of $75 or more to determine the appropriate reimbursement, IAW par. 010301.

b. **Example 2**. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of $75 or more to determine the appropriate reimbursement IAW par. 010301.

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

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign area, the VAT relief certificate cost if the certificate is used to avoid paying the lodging tax);

2. Meals and/or groceries;

3. Fees and tips incident to meals and lodging;

4. Laundry;

5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.; and

7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

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

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

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

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

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, unless TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). Par. 5780 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, Mobile Home or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house, mobile home or recreational vehicle (includes a camper, camping trailer, 5th wheel or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. 020303 (50 Comp. Gen. 647 (1971), 52 id. 730 (1973), CBCA 1573-RELO, 17 November 2009, B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001). An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.

1. Computation Rules. Step 1: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. Step 2: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed $960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - $800 and utilities - $160. The actual TQSE daily lodging cost is $48 ($960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $960 ($48/day x 20 days) for lodging during the authorized TQSE period.

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

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. 020303 when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the

employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

5810 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction

a. General

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

(2) For example, if an employee is:

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

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

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

b. Example 1 -- Authorized 10 days for HHT (Lodging Plus Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

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

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.
Employee was authorized an additional 60 days TQSE(AE) under par. 5802-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. 5808-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the 2nd 30 days.

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

c. Example 2 -- Authorized 10 days for HHT (Lodging Plus Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.
Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

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

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. 5884-B2b and TQSE(AE) for 55

days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. 5884-B2b).

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

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

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

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. 5840-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. 5884-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. 5884-B2a).

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

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. 5840-B2a) and 25 days TQSE(LS) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. 5884-B2a and TQSE(LS) for 25 days as indicated in par. 5796.

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

g. Example 6 -- Initially Authorized a 10-day HHT (Lodging Plus Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. 5802-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

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

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.

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

a. CONUS. $142, Standard CONUS per diem rate (effective 1 October 2016).

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

c. First 30 Days

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

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

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

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

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of $142) in pars. 5810-A2a through 5810-A2d are $142, $106.50, $106.50, and $71.00, respectively, if the temporary lodging is occupied in CONUS.

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

(1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $142) in pars. 5810-A2a through 5810A2d are $106.50, $71.00, $71.00, and $56.80 respectively.

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

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently $142) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. AEA (par. 020307) may not be authorized/approved for TQSE(AE).

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
$142 (Eff 1 October 2016)	Formula	Max Reimb	Formula	Max Reimb
Employee/Unaccompanied Spouse/Domestic Partner	$142	$142	$142 x 75%	$106.50
Accompanying Spouse/Domestic Partner	$142 x 75%	$ 106.50	$142 x 50%	$71.00
Dependent 12 and older	$142 x 75%	$ 106.50	$142 x 50%	$71.00
Dependent under 12	$142 x 50%	$ 71.00	$142 x 40%	$56.80

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable maximum TQSE(AE) equals $142/day x 5 days ($710). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is $223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., $900), TQSE(AE) is limited to $710. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

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

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

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

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

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION e: AGREEMENT VIOLATION

5846 AGREEMENT VIOLATION

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part (pars. 010102 and 010103).

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);

2. Report for duty;

3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;

4. Use travel and transportation allowances within a reasonable time after separation.

5848 AGREEMENT VIOLATION PENALTIES (FTR §302-2.15)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the Gov't all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. 5854 and 5856 for agreement violations.

5850 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or

2. Duplication of travel and transportation allowances under separate statutes.

5852 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,

2. Who:

   a. Does not arrive at the new PDS, or

   b. Upon arrival at the new PDS refuses to perform the mission, or

c. Resigns

is financially liable to reimburse the Gov't for the PDT allowances paid by the Gov't, and

3. May be indebted to the Gov't for travel, transportation, and relocation expenses incurred on behalf of an employee under other circumstances in this Chapter (CBCA 3804-RELO, 24 June 2014).

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;

2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and

3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.

b. A determination must be made prior to processing the employee's separation.

c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.

b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.

c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Gov't, the officer must immediately initiate collection IAW appropriate finance directives.

5854 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Gov't's interest; or

2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Gov't for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. After serving 4 months at PDS B, the employee resigns.

   c. Under these conditions, the employee is indebted to the Gov't for the travel and transportation allowances and cost paid by the Gov't ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.

2. Example 2. An employee at PDS A signs a 12-month service agreement.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. The employee serves 7 months at PDS B and then resigns.

   c. The total service at PDSs A and B is 13 months.

   d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.

   e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

5856 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves Gov't service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Gov't for travel and transportation allowances and costs associated with the move to that PDS (see par. 5848) of:

   a. The employee;

   b. The employee's dependents;

   c. HHG including SIT and NTS of HHG;

   d. A POV; and

   e. A mobile home.

2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the

agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.

4. Pars. 5856-A and 5856-B apply to each OCONUS employee.

5. Additional penalty conditions in par. 5856-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons unacceptable to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is not financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, except for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is not authorized to return POV transportation.

4. May not be provided Gov't funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in Ch 3.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG transportation (including SIT) from the former PDS to the last PDS;

d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

a. The employee is authorized:

(1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

(2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.

(3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Gov't service.

b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

d. If the amount available to be applied to these costs equals/exceeds the costs, the Gov't may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the Gov't may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. 5856-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Gov't service. These credits and any remaining liability are computed as in par. 5856-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. 5848), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or Qtrs value repayment responsibility.

5858 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.

2. The common user tariff rate must be used in computing the AMC transportation cost.

3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Gov't cost, without tax, for the accommodations furnished under par. 020207. The employee must be allowed appropriate credit for Gov't-procured transportation documents or wholly/ partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Gov't

1. An employee's financial responsibility to the Gov't must be based on travel to/from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee's financial responsibility.

G. Return Travel Costs

1. Gov't's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Gov't's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized Gov't transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.

b. May be authorized repatriation transportation (see par. 0310) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. 0310 are met.

c. May provide the transportation and be reimbursed for the Gov't's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

e. Is responsible for reimbursement of the Gov't's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. 020207.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. See the DTMO Website for current TDY mileage rates and the current MALT rate.

Employment History	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

Travel And Transportation Allowances Liability Or Credit	
Liabilities	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+$ 16.00
TOTAL	$265.00
Credits	
Rail transportation from Munich, GE, to Frankfurt, GE	$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+$ 8.00
TOTAL	$132.50

Liability $265 - Credit $132.50 = $132.50 due to the Gov't. There is no further Gov't liability.
Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 2011

Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Gov't for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Gov't expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at Gov't expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin,

Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Gov't expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at Gov't expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Gov't service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+$ 1,000.00
Total	$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	$ 836.00
Packing, crating, drayage of HHG in London	90.00
ansportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+$ 12.00
Total	$2,178.00

(4) Liability $3,130.50 - Credit $2,178 = $952.50 due to the Gov't. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at Gov't expense. The son remains in Atlanta to attend school and at the end of nine months travels at Gov't expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished Gov't transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Gov't service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	$ 500.00
Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+$ 180.00
Total	$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is $1,340. Since the employee was authorized a credit of $1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Gov't paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 12: HHT

5860 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. The AO, not the employee, determines if a HHT is necessary.

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be performed separately by an employee/spouse to the new PDS at Gov't expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.

6. Is not authorized for a domestic partner, as a domestic partner is not a spouse (1 USC §7).

7. May be authorized for an attendant/escort when ICW travel for a disabled traveler (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the Gov't's relocation costs by reducing the time in temporary lodging.

5862 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 020204).

5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee/new appointee's spouse if par. 5558 applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 032602 instead of per diem/AEA while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006.

5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov't's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses..

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.

2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the Gov't's overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is the employee's personal financial responsibility

5868 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement;

2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and

3. After the travel order has been issued (CBCA 3612-RELO, 13 March 2014).

5870 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and

2. Spouse:

   a. One day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

5872 HHT AUTHORIZATION (FTR §302–5.5)

A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.

B. Determination. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the Lodging Plus method (par. 5884-B1) or a lump

sum (par. 5884-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. 5878);

4. The authorized transportation mode(s) for:

   a. The HHT to/from the new PDS location; and

   b. Local travel while house-hunting at the new PDS location.

5874 CONSIDERATIONS

A. General

1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.

2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations, until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov't and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

5878 TRIP DURATION (FTR §302–5.11-12)

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,

2. Transportation mode, and

3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POV transportation is to the Gov't's advantage. However, a traveler cannot be required to use a POV so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov't's advantage. The AO may authorize/approve POV to the Gov't's advantage when, and only when, a written cost comparison demonstrates POV is cost effective.

4. If POV transportation is to the Gov't's advantage, the PCS MALT rate applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

5882 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 020209 regarding mandatory TMC use), commercially rented automobile, or a POV at the appropriate MALT rate may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POV transportation to the new PDS is authorized).

C. Special Conveyance Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

5884 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method as in par. 5884-B1.

2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 (Lodging Plus method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence expense reimbursement. The Agency should consider employee morale and productivity as well as direct

costs in determining which method to offer.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

Effective date of transfer of 1 August 2011 or later.
1. Lodging Plus Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 020310 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

2. Lump Sum. The amount calculated below., as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. AEA. AEA in par. 020307, may not be authorized/approved for a HHT.

4. Lump Sum Payment

a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to collection, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current per diem rates or the current standard CONUS per diem rate.

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/$51).

b. The single occupancy lodging cost is $130.

c. The DoD Component offers a HHT and the option of either the Lodging Plus (par. 5884-B1) or the lump sum option (par. 5884-B2).

d. When the employee elects per diem under the Lodging Plus computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the single room rate.

2. Example 1. The traveler is authorized a 10 day HHT with per diem computed under the Lodging Plus computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. The traveler must provide lodging receipts.

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 + $70 (single lodging cost) =	$ 108.25
8 days in the Arlington Area:	$70 (lodging) + $51 (M&IE) = $121/day x 8 days =	$968.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		$1,114.50
Spouse's Per Diem		
Using par. 5592-B, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 020310.		
Total Per Diem for Spouse	75% x $1,114.50 (employee's per diem) =	$835.87
		Total Per Diem Payment
Employee's per diem		$1114.50
Spouse's per diem		+ $835.87
Total Per Diem for Employee and Spouse		$1,950.37

3. Example 2. The employee is authorized a lump sum HHT. See par. 5884-B2a. No lodging receipt is required.

Total Lump Sum Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	$1,256.25

4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-C, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	$91 (lodging) + $38.25 (75% x $51) =	$ 129.25
8 days in the Arlington area:	$91 + $51 = $142/day x 8 days =	$1136.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		$1,303.50
Situation B:		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. No lodging receipts are required.		
Total Lump Sum Subsistence for the Spouse	$201 x 5 (lump sum for one person)=	$1,005.00

5. Example 4. The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. The employee must provide lodging receipts.

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		$1,111.50
Spouse's Per Diem		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 020310.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Spouse		$ 930.50
Total Per Diem Payment		
Employee's Per Diem		$1,111.50
Spouse's per diem		+ $ 930.50
Total Per Diem for Employee and Spouse		$2,042.00

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 020310.

2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 020310.

3. Limitations. A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.

5886 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. Lodging Plus Method. An employee paid per diem under par. 5884-B1, using the Lodging Plus method must itemize lodging expenses and have lodging receipts. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

5888 STATUS WHILE ON HHT

An employee is in a travel status (App A) while performing house hunting travel during the authorized absence period.

5890 NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.

2. If a HHT is authorized under the Lodging Plus method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.

3. The one way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004).

4. Under the circumstances in par. 5890 an employee is not in a duty status while house-hunting.

5. See DoDI 1400.25, Vol. 630, Para 6.d.(3) about granting an excused absence for PCS purposes.

5892 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the Lodging Plus method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method in par. 5884-B1 for the HHT location and duration.

3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

4. The lump sum per diem payment under par. 5884-B2 is a payment, not an advance.

5894 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5 day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6 day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10 day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. 5796.

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. 020603-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. 032602); 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 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 POV 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 (par. 020307),

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)

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. 020310), 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 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 PDS

1. 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)).

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).

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)

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. 032602;

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 the percentages below. The percentages are fixed and may not be reduced.

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 Q, par. C 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. 010201 for the mandatory use of TMCs for transportation arrangements.

4. See par. 5950-L for per diem.

5. POV 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 Ch 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 par. 020207may 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. See the DTMO website for the Standard CONUS per diem rate.

Renewal Agreement Travel				
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.				
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230		
	9/2 – 9/30	Leave		
	10/1	Depart CONUS residence at 1400		
	10/2	Arrive OCONUS at 1015		
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.				
4. Maximum per diem rate at time of travel $142 ($91/ $51) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)				
5. Reimbursement:		9/1	75% x $51 (M&IE) =	$ 38.25
		9/2- 9/30	No per diem	0.00
		10/1	75% x $108 =	$ 81.00
		10/1 – 10/2	75% x $108 (M&IE) =	$ 81.00
Total Reimbursement				$200.25
6. Par. 5550-B applies and the destination M&IE rate ($51) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.				
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a & 5550-B3.				
8. Per diem for dependents is not authorized for RAT.				

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. 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 A) is to be used for constructed cost purposes (App P, par. A, 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 A) 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)	
DOD Component Must Pay/Reimburse:	DOD Component Has Discretionary Authority to Pay/Reimburse:
1. Transportation for employee and immediate family member(s) (Ch 5, Part B and FTR, Part 302–4). 2. Per diem for employee only (par. 5950-L and FTR, Part 302–4).	1. HHG shipment to PDS (par. 5950-O). 2. Dependent transportation to PDS (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 vicinity

   to 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.

CI. 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 (The "#" should be replaced with the current FY.)

   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

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-Al 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, a verbal order may be given by any medium (including telephone).

3. When a verbal order is given, the AO must promptly issue a confirmatory written order, including the verbal order date, IAW par. 010206.

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. 010204) 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 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 A) 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 A) or designated representative;

g. The commander of a U.S. Installation (App A) 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 A) 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 A).

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 Ch 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. 5093.

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. 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 POV is used.

When two or more command-sponsored dependents travel together by POV, only the POV 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 par .020307, 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 par. 020102. . 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 par. 0203 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:

1. With a port call for travel to the member's PDS or with official authority to travel to the member's PDS on personally-procured transportation subject to reimbursement by the Gov't (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven evacuation allowances based on the locality per diem rate for the area concerned, computed as shown in par. 6025-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authority to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6025-C and 6025-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.

3. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

EXAMPLE 1			
A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging tax (8%). The maximum locality per diem rate was $127 ($66/ $61).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. 6025-D1:			
Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate ($127), which in this case is $61 for M&IE and NTE $66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.			
	M&IE	Max Lodging	Total
Member's spouse:	$61.00	$66	$127.00
Child (age 12 or older)	$61.00	$66	$127.00
Child (under age 12)	$30.50 ($61.00 x 50%)	$33 ($66 x 50%)	$63.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$165	$317.50
(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($152.50 for M&IE and NTE $165 for lodging), as follows:			
M&IE:	$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	$222.50 (Daily amount that is payable to dependents (within the maximum $317.50 established in		

	(a) for the three dependents' costs incurred for the first 30 days)
Lodging Tax:	$5.60
Total:	$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
Child (age 12 or older)	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
Child (under age 12)	$18.30 ($61 x 30%)	$19.80 ($66 x 30%)	$38.10
Max daily amount payable for the 3 dependents' costs:	$91.50	$99	$190.50

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($91.50 for M&IE and NTE $99 for lodging), as follows:

M&IE:	$91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($99) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$161.50 (Daily amount that is payable to dependents (within the maximum $198.50 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31st to the 180th days)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE	Max Lodging	Total
Member's spouse:	$40	$44	$84
Child (age 12 or older)	$40	$44	$84
Child (age 12 or older)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Max daily amount payable for the 4 dependents' costs:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	$140 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30

	days)

(c) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

(d) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (age 12 or older)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (age 12 or older)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$12 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Max daily amount payable for the 4 dependents' costs:	$84	$92.40	$176.40

(e) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

M&IE:	$84 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See NOTE.)
Total:	$176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60/day is payable to cover the lodging costs.

EXAMPLE 3

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6025-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. 6025-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was $192 (136/ $56).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. 6025-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full per diem rate ($192), which in this case is $56 for M&IE and NTE $136 for lodging.

	M&IE	Max Lodging	Total
Member's spouse:	$56	$136	$192
Child (age 12 or older)	$56	$136	$192
Max daily amount payable for the 2 dependents' costs:	$112	$272	$384

(b) The actual total daily amount, within the maximum amounts shown in (a) ($112 for M&IE and NTE $272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. 6025-B1)).

Total:	$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Child (age 12 or older)	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Max daily amount payable for the 2 dependents' costs:	$67.20	$163.20	$230.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts
shown in (c) ($67.20 for M&IE and NTE $163.20 for lodging), as follows:

M&IE:	$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. 6025-B1)).
Total:	$67.20 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS designated place.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%)/day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. 6025-E. The maximum locality rate at the arrival point at the time of travel was $139 ($78/ $61). The maximum locality rate at the designated place was $207 ($141/ $66).

(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. 6025-E):

Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%)	CONUS arrival point	Designated Place

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($139), which in this case is $61 for M&IE and NTE $78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	Max Lodging	Total
Member's spouse:	$61.00	$78	$139.00
Child (age 14)	$61.00	$78	$139.00
Child (age 9):	$30.50 ($61.00 x 50%)	$39 ($78 x 50%)	$69.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$195	$347.50

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($152.50 for M&IE and NTE $195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE for travel on 14 August ($152.50 x 75% = $114.38).

M&IE:	$114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($195) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9

Total:	$198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. 6025-E:

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($207), which in this case is $66 for M&IE and NTE $141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	Max Lodging	Total
Member's spouse:	$66	$141	$207
Child (age 14)	$66	$141	$207
Child (age 9):	$33 ($66 x 50%)	$70.50 ($141 x 50%)	$103.50
Max daily amount payable for the 3 dependents' costs:	$165	$352.50	$517.50

(d) The actual total daily amount, within the maximum amounts shown in (c) ($165 for M&IE and NTE $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	$165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$315 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the three dependents' costs for 27 days)
Lodging Tax:	$18.75
Total:	$333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days (27 days x $333.75/day = $9,011.25)).

6030 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the designated place under par. 6040.

2. Paid at a rate of $25/day/family group, regardless of the number of dependents with no receipt required.

C. When Not Payable. An allowance under par. 6030 may not be paid for any day that reimbursement is received under par. 6040-D for expenses incurred to rent a motor vehicle.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION 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 a verbal order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the verbal order date IAW par. 010206.

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. 010204) 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 A definition) or designated representative;

7. The commander of a U.S. Installation (App A 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 A) 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 A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION b: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

6090 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

A. General. Par. 6090 provides for the necessary dependent's relocation incident to an evacuation (see par. 6090-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. 6090-A is the same as 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. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the 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 transported under par. 6090-B who turns age 21 at the safe haven or designated place while the member is serving at the 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 CONUS PDS under par. 6090-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/ Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or

2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at Gov't expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. under par. 6090-C, who turns 21 at the safe haven or designated place while the member is serving at the 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. NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or 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 the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's

residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's CONUS 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 not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part. See par. 6095-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. 6090 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. 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. 6090-G2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Ch 6, Part B, 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. 6090-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. 6090-G.

b. U.S. Gov't Civilian Employee as an Escort. A U.S. Gov't civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. 6090-G. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort and funded by DOD, see par. 5093.

c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. Gov't civilian employee, authorized to escort a dependent under par. 6090-G, is issued an ITA. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. Gov't civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return; or,

2. Reimbursement on a mileage basis, at the TDY mileage rate in par. 020210, when a dependent uses a POV for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return. Reimbursement for POV use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. 6095-D.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION c: SAFE HAVEN ALLOWANCE

6095 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. 6075-A, including a dependent who turned 21 while at the safe haven/designated place, is authorized safe haven evacuation allowances.

NOTE: Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense in addition to lodging reimbursement. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. Lodging Plus Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the Lodging Plus computation method for each day the dependent is in an evacuation status. An AEA described in par. 020307, does not apply to an evacuation. The Lodging Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. App A PER DIEM definition and pars. 020102 and 0203 for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. 020303, Table 2-15 applies. That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodging) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See the computations in par. 6095-G. Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge. Par. 6095 safe haven evacuation allowances may be paid in advance as in par. 6120-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. 6095-B2a(1) or 6095-B2b(2), above, safe haven evacuation allowances, authorized in par. 6095-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. 6075-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the designated place); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. 6095-D or par. 6095-F to a safe haven or designated place;

b. A member's CONUS PDS to a safe haven or designated place;

c. One safe haven to another safe haven;

d. A safe haven to a designated place, or;

e. A safe haven or designated place to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. 6095-C1, to a dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. 6095-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period

expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/ or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary concerned for a non-DoD member's dependent under par. 6085-D) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. 6085) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6095-D1. When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances in par. 6095-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

a. Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or

b. Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. 6095-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6095-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto, if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary concerned for a non-DoD Service member's dependent. The requirement to relocate to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6095-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine

this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location, who is absent from the safe haven for personal reasons provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a designated place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodging and M&IE expenses while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6095-D.

2. Converts the safe haven to a designated place, is authorized safe haven evacuation allowances as in par. 6095-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6095-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place using par. 6095-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to Gov't reimbursement,

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a designated place

is authorized safe haven evacuation allowances at the applicable per diem rate for the area concerned, computed as shown in par. 6095-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is

authorized, pars. 6095-C and 6095-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTE: The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances. Tax paid on lodging while at a safe haven/ designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense in addition to safe haven evacuation allowances. 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. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

Example 1					
A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $146 ($90/ $56).					
(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. 6095-D1.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($146), which in this case is $56 for M&IE and NTE $90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
	M&IE		Max Lodging		Total
Member's spouse:	$56		$90		$146
Child (age 12 or older)	$56		$90		$146
Child (under age 12)	$28	$56 x 50%	$45	$90 x 50%	$73
Max daily amount payable for the 3 dep:	$140		$225		$365
(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($140 for M&IE and NTE $225 for lodging), as follows:					
M&IE:	$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	$240	Daily amount that is payable to the dependents within the maximum $365/day established in (a) for the three dependents for each of the first 30 consecutive days.			
Lodging Tax:	$11.50				
Total:	$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.			
(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:					
	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (age 12 or older)	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (under age 12)	$16.80	$56 x 30%	$27	$90 x 30%	$43.80
Max daily amount payable for the 3 dep:	$84.00		$135		$219.00
(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($84.00 for M&IE and NTE $135 for lodging), as follows:					
M&IE:	$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			

Lodging:	$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$184.00	The daily amount that is payable to dependents within the maximum $219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.
Lodging Tax:	$11.50	
Total:	$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

Example 2

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE		Max Lodging		Total
Member's spouse:	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (under 12)	$35.50	$71 x 50%	$77.50	$155 x 50%	$113
Max daily amount payable for the 4 dep:	$248.50		$542.50		$791

(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and NTE $542.50 for lodging), as follows:

M&IE:	$248.50	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$468.50	Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (under 12)	$21.30	$71 x 30%	$46.50	$155 x 30%	$67.80
Max daily amount payable for the 4 dep:	$149.10		$325.50		$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and NTE $325.50 for lodging), as follows:

M&IE:	$149.10	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.

Lodging:	$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily Amount:	$369.10	Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days.

Example 3					
A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6095-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. 6095-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $186 ($130/$56).					
(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. 6095-D1,					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is $186 ($130/ $56).					
	M&IE		Max Lodging		Total
Member's spouse:	$56		$130		$186
Child (age 12 or older)	$56		$130		$186
Max daily amount payable for the 2 dependents:	$112		$260		$372
(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($112 for M&IE and NTE $260 for lodging), is determined as follows:					
M&IE:	$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).			
Total:	$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.			
(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:					
	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Child (age 12 or older)	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Max daily amount payable for the 2 dependents:	$67.20		$156.00		$223.20
(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $156for lodging), is determined as follows:					
M&IE:	$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).			
Total:	$67.20	The actual daily amount paid for the 2 dependents' costs on 31st to 180th consecutive days.			

Example 4					
Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.					
The travel itinerary was as follows: Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August. Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%). Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.					
The dependents shared a hotel room at the designated place and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. 6095-E. The maximum locality rate at the CONUS location en route, at the time of travel was $155 ($99/ $56). The max locality rate at the designated place was $161 ($110/ $51).					
(a) The max safe haven evacuation allowances paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. 6095-E):					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($148), which in this case is $44 for M&IE and NTE $99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
	M&IE		Max Lodging		Total
Member's spouse:	$56		$99		$155
Child (age 14)	$56		$99		$155
Child (age 9)	$28	$56 x 50%	$49.50	$99 x 50%	$77.504
Max daily amount payable for the 3 dependents:	$140		$247.50		$387.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and NTE $247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:					
The dependents are authorized 75% of the M&IE allowance for 14 August ($140 x 75% = $105).					
M&IE:	$105	M&IE paid in this amt covers M&IE for the 3 deps. No itemization or receipts required.			
Lodging:	$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount.			
Lodging Tax:	$11.40				
Total:	$212.28	Actual amt (incl lodging tax) paid to deps for the 3 dependents' costs on 14 August.			
(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. 6095-E.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($161), which in this case is $51 for M&IE and NTE $110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
	M&IE		Max Lodging		Total
Member's spouse:	$51		$110		$161
Child (age 14)	$51		$110		$161
Child (age 9)	$25.50	$51 x 50%	$55	$110 x 50%	$80.50
Max daily amount payable for the 3 deps	$127.50		$275		$402.50
(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($127.50 for M&IE and NTE $275 for lodging), is determined as follows:					
M&IE:	$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	$105	Actual daily amt (not incl lodging tax) the 3 deps paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	$232.50	The daily amount that is payable to dependents within the maximum $402.50 established in (c) for costs incurred by the 3 dependents for 27 days.			
Lodging Tax:	$13.13				
Total:	$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days (27 days x $245.63 = $6,632.01).			

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION f: MISCELLANEOUS ALLOWANCES

6110 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. 10426 for BAH continuation for a member serving at a CONUS PDS from which a dependent is evacuated, and BAH authority when a dependent establishes a permanent residence at a designated place in the U.S. following an evacuation from a CONUS location.

6115 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with a dependent incurs in relocating the household incident to an evacuation. When a dependent is evacuated to a designated place under par. 6090, a DLA (see Table 5G-1) is payable. DLA is also payable when return travel for a dependent is authorized under par. 6090-H from the designated place to the member's PDS. A DLA is not payable incident to relocation of a dependent to a safe haven. The prohibition in par. 5450 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation.

6120 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when a dependent is receiving safe haven allowances and does not have a POV at the safe haven or the designated place. When unable to drive a POV to the safe haven location, a flat transportation allowance of $25/day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. Allowances under par. 6120 may not be paid for any day reimbursement is received under par. 6105-D for expenses incurred to renting a motor vehicle.

6125 CONUS COLA

For CONUS COLA authority during an evacuation, see par. 8014.

6130 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RC MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

A. General. A dependent of an RC member (10 USC §§ 101, 10101) serving on active duty (including active duty for training) or full-time National Guard duty under 32 USC §502(f), may be authorized evacuation allowances consistent with the DoD FMR, Vol. 9 and Ch 6, Part A2, if the dependent is authorized/ordered by an authority listed in par. 6080-B to evacuate from an area in which the primary residence is/was located and is temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW Ch 6, Part A2. NOTE: For determining evacuation allowance eligibility, a National Guard or RC member's primary residence when called or ordered to active duty or full-time National Guard duty must be in the vicinity of a PDS.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. The date an authority in par. 6080-B authorized/ordered an evacuation or continued safe haven status of a dependent already evacuated;

2. The dependent's actual evacuation or continued safe haven status; and

3. The member's active duty or full-time National Guard duty status (DoD FMR, Vol. 9, Chapter 7, par. 07021, and par. 6075).

Evacuation allowances payment must be prospective from the date these events coincide, not retroactive to the date of any single event.

C. Example. A National Guard or RC member's dependent who resided in an area from which an evacuation was authorized/ordered by any federal or state authority (see par. 6080-B) and whose member was subsequently called/ordered to active duty (to include full-time National Guard duty) may be eligible for evacuation allowances payment under limited circumstances. See 10 USC §12301(d) and 32 USC §502(f). Such dependent is eligible only for the period the member serves on active duty or full –time National Guard duty if, on or after the date the member was called/ordered to active duty or full-time National Guard duty, an authority listed in par. 6080-B orders/authorizes the evacuation of dependents still in the affected area or continuation of safe haven status for evacuees at a safe haven outside the affected area. A dependent's eligibility is prospective from the date member is ordered/called to active duty or full-time National Guard duty. No evacuation allowance payment is authorized for any period unless the member is/was serving on active duty or full-time National Guard duty for that period.

D. Member Released from Active Duty. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately (without a break in service) called to full-time National Guard duty under 32 USC §502(f), remains eligible for continued evacuation allowances payment. The dependent of an RC member, ordered to active duty under an involuntary authority (10 USC §12302) in support of a contingency operation and whose order is amended to retain the member on active duty under a voluntary authorization (10 USC §12301(d)), also remains eligible for continued evacuation allowances payment. No allowances are authorized for any period during which the member is not on active duty or full-time National Guard duty.

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 A 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/CPP 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 A) evacuations.

6505 FOREIGN AREA EVACUATION

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

B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.

2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:

a. A Presidential declaration of national emergency, or

b. Directed reinforcement of U.S. Armed Forces in a theatre, or

c. To accommodate force protection or antiterrorism considerations,

3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 14 July 1998.

4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:

a. Timely communication with the DoS is not possible,

b. There is no DoS presence in the area concerned, and/or

c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.

5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).

6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

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

a. Return to the PDS from which evacuated;

b. Transfer or reassignment of the employee to another PDS;

c. Return to actual residence; or

d. Transportation to 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 par. 020307 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 is 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 A) or designated representative;

4. The commander of a U.S. Installation (see App A) 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 TDY mileage rate in par. 020210, when a POV 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 POV 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 par. 020307 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(l).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part B3b, par. 550.402(g).

C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at Gov't expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Gov't Qtrs, determined to be suitable by the appropriate authority in par. 6510-B who authorized/ordered the limited evacuation. See par. 6510-D.

6520 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

A. Eligibility. If it is necessary to evacuate the employee and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Gov't expense to the PDS under this Part, or

2. Driven by the employee/immediate family member to the PDS at which POV use was in the Gov't's interest.

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:

a. Necessary expenses for actual storage,

b. Readying the POV for storage and for return to the traveler after the emergency has ended,

c. Local transportation expenses to and from storage, and

d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

6525 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE (FTR §302–9.11)

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

6530 POV SHIPMENT

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

6532 PET TRANSPORTATION AND QUARANTINE

A. General. An employee is authorized transportation and quarantine for up to two household pets (defined as a cat or dog) incident to an evacuation from a foreign PDS.

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

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

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

6535 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

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

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION b: DSSR, CHAPTER 600 DEFINITIONS

6560 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.

600 GENERAL

610 Definitions. **As used in these regulations, the following terms are defined as follows:**

a. Adult dependent includes the employee's spouse or domestic partner and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.

b. Advance payment means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.

c. Day means calendar day except when otherwise specified.

d. Department means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.

e. Dependent means a member of the employee's family or domestic partner as defined in DSSR, section 040m. Special factors include:

(1) Neither member of an assigned career or probationary career married working (tandem) couple or domestic partnership should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) A locally-hired dependent employee should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DoD civilians:

Dependent means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the Gov't and is not included as another employee's dependent for determining a similar allowance:

(1) Spouse or domestic partner, excluding a spouse/domestic partner authorized to and receiving a similar allowance;

(2) Children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children, children of a domestic partner and children who are under the employee's, the spouse's, or the domestic partner's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and

educational travel.);

(3) The employee's, spouse's, and/or domestic partner's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;

(4) The employee's, spouse's, and/or domestic partner's sisters and/or brothers (including step or adopted sisters or brothers), when the sisters and/or brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

(5) When determined by the Secretary concerned to be in the Gov't's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. Designated representative means a person age 18 years older who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. Evacuation means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. Evacuation order means either a verbal or written communication which authorizes or orders the departure from the post of assignment.

i. Evacuation payment or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. Evacuee means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) Has departed post of assignment under authorized or ordered departure status; or

(2) Is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) Is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. Monetary amount is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. Safe haven as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not eligible for diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. Also see Section 631a(1).

m. Subsistence expense allowance (SEA) means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. Special allowance means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 4: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE UNITED STATES

6580 OPM REGULATIONS

DoD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DoD web site with evacuation information: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at: http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf

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Sec. 550.401 Purpose, Applicability, Authority, and Administration

(a) Purpose. This Part provides regulations to administer Title 5 CFR, Section 550-401 through 550.409 within DoD. Those sections implement Subchapter III (except Sections 5524a and 5525) of Chapter 55 of Title 5, USC, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the U.S. or in a Non-foreign OCONUS Area

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the U.S. and certain non-foreign areas:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DoD components;

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;

3. The head of a DoD Component (see definition in App A) or designated representative;

4. The commander of a U.S. Installation (see definition in App A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

(1) The DoD and DoD Components;

(2) An employee of a DoD Component who is a U.S. citizen/national;

(3) An employee of a DoD Component who is not a U.S. citizen/national, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and

(4) An alien employee of a DoD Component hired within the U.S.

(d) Authority. An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in App A).

(e) Administration. The responsible official designated by the Secretarial Process for the DoD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance

payment and evacuation payment and any required adjustments must be made IAW the DoD component's procedures.

Sec. 550.402 Definitions

(a) Agency means an Executive agency, as defined in Section 105 of Title 5, USC.

(b) Day means a calendar day.

(c) Dependent means a family member (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).

(d) Designated representative means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.

(e) Domestic partner means a person in a domestic partnership with an employee or annuitant of the same sex.

(f) Domestic partnership means a committed relationship between two adults of the same sex in which the partners

(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;

(5) Are not married or joined in a civil union to anyone else;

(6) Are not the 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, will be determined by the agency; and

(9) Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

(g) Evacuated employee means an employee of a DoD Component who has received an order to evacuate.

(h) Family member means an individual with any of the following relationships to the employee:

(1) Spouse, and parents thereof;

(2) Sons and daughters, and spouses thereof;

(3) Parents, and spouses thereof;

(4) Brothers and sisters, and spouses thereof;

(5) Grandparents and grandchildren, and spouses thereof;

(6) Domestic partner, and children and parents thereof, including a domestic partner of any individual in paragraphs (2)-(5) of this definition; and

(7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(i) Order to evacuate means a verbal or written order to evacuate an employee and/or that employee's dependents from an assigned area.

(j) Safe haven means a location to which an employee and/or dependent will be or has been evacuated.

(k) United States (U.S.) means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the U.S. This definition is equivalent to the definition of the U.S. and Non-foreign OCONUS area in App A. See App A for listing of territories and possessions of the U.S.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) An advance payment of pay, allowances, and differentials may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) Evacuation payments of pay, allowances, and differentials may be made to an employee during an evacuation and must be paid on the employee's regular pay days, when feasible.

(c) Special allowances, including travel expenses and per diem, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) An advance payment or an evacuation payment may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DoD Component may make payments in an evacuation situation to an employee of another Federal agency/ DoD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DoD Component other than the employee's agency/DoD Component, the DoD component making the payment must immediately report the amount and date of the payment to the employee's agency/DoD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable, must be made before an advance payment or evacuation payment is made.

(b) (1) The amount of advance payments must cover a time period NTE 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) Evacuation payments must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

(c) When an advance payment has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) (1) For a full-time and part-time employee, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) For an intermittent employee, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DoD component.

Sec. 550.405 Determination of Special Allowances

NOTE: An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) Subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

(1) The applicable maximum per diem rate is computed as shown in the example in par. 6595-B for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated; NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.

(c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined

by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis

(a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

(b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

(c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 5: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

6585 PURPOSE

Per diem is provided to assist an employee with the excess costs involved in temporarily maintaining dependents at a safe haven.

6590 LODGING PLUS PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT

A. Safe Haven Allowance Authorization. An evacuated employee and/or dependent is authorized a safe haven allowance using the Lodging Plus per diem computation method for each day in an evacuation status.

B. Actual Expense Restriction. Actual expense allowances in par. 020307, do not apply to an evacuation.

C. Lodging Plus. The Lodging Plus per diem computation method consists of a lodging ceiling and an M&IE allowance.

D. Expenses. See the definition of per diem, in App A , for expenses that per diem covers.

E. Lodging Reimbursement. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the authorized daily lodging portion of the locality per diem rate.

F. Lodging with a Friend/Relative (see par. 020303, Table 2-15)

1. Lodging cost is ***not*** reimbursable if an evacuated employee/dependent stays with a friend/relative while at a safe haven.

2. Lodging cost ***is reimbursable*** if an employee/dependent leases lodging (e.g., a house, apartment) from a friend/relative with a bona fide, standard written lease. In this situation the friend/relative does not jointly occupy the leased lodging.

G. M&IE Payment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See example in par. 6595-B.

H. Gov't Dining Facility. Gov't dining facility availability/use has no effect on per diem for an employee/dependent(s) even if they are used without charge.

I. Advance Payment. Per diem payable under this par. may be paid in advance IAW Ch 6, Part B4, §550-403(d).

6595 PER DIEM COMPUTATION

A. General

1. Lodging tax is a reimbursable expense in addition to per diem while:

a. At a CONUS/non foreign OCONUS safe haven, or

b. Traveling in a CONUS/non-foreign OCONUS area.

2. Lodging tax is not a reimbursable expense while:

   a. At a foreign OCONUS safe haven, or

   b. Traveling in a foreign OCONUS area.

3. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not separately reimbursable expenses. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

B. Computation Example. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.

PER DIEM INCIDENT TO EVACUATION			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was $95 plus $7.60/day for lodging tax (8%). The maximum per diem applicable at that location was $146 ($85/ $61).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($146) ($85/ $61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	M&IE	Max Lodging	Total
Employee:	$61	$85	$146
Employee's spouse	$61	$85	$146
Child (age 12 or older)	$61	$85	$146
Child (under age 12)	$30.50 ($61 x 50%)	$42.50 ($85 x 50%)	$ 73
Max daily amount that may be paid for costs incurred by the employee and 3 dependents	$213.50	$297.50	$511
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($213.50 for M&IE and NTE $297.50 for lodging), as follows:			
M&IE:	$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($297.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	$308.50 (Daily amount that is payable to the employee and dependents (within the maximum $511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	$7.60/day		
Total:	$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60
Employee's spouse	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60
Child (age 12 or older)	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60

Child (under age 12)	$18.30 ($61 x 30%)	$25.50 ($85 x 30%)	$43.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	$128.10	$178.50	$306.60

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($128.10 for M&IE and NTE $178.50 for lodging), as follows:

M&IE:	$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$223.10 (Daily amount payable to the employee and dependents within the maximum $306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60/day
Total:	$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 6: FAMILY VISITATION TRAVEL (FVT)

6600 GENERAL

A. Purpose. FVT enables an eligible employee to travel at Gov't expense to:

1. The CONUS,
2. A non-foreign OCONUS area, or
3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.
2. Expenses are the responsibility of the employee's command.
3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

(b) Charges for the first checked bag,

(c) Arrival/departure taxes/fees, and

(d) Ground transportation between interim terminals.

(2) Currency conversion fees (par. 0204), for allowable transportation costs.

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for FVT:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A) between authorized locations.

c. For POV use, the cost is based on the 'other mileage rate' in par. 2600-A.

4 Transportation Restrictions. A traveler under this paragraph:

a. Must use Government transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs (See par. 020208),

b. May use commercial transportation if Government transportation is not reasonably available, and

c. May not exceed the policy-constructed airfare cost (App A) for commercial transportation between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

d. Is required to have an AO determination of "reasonable availability" after the AO considers mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov't expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. 020206-J and 020206-K) or, when air service is not available, minimum first class rail or bus service.

4. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

5. U.S. flag carriers must be used except as indicated in par. 020206-I.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See pars. 020206 and 020207 for commercial aircraft use.

3. Arranging Official Travel. See par. 010201 for arranging official travel.

H. Refund. An employee must repay Gov't paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or

2. Return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 6600-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:

a. Are evacuated from the foreign PDS, or

b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. 6600-I) may not exceed the cost of two economy/coach round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:

   a. Scheduled transfer,

   b. Departure on RAT, or

   c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

   a. Including travel time, and

   b. Excluding days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. 5826).

2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:

   a. Completion of tour,

   b. Transfer,

   c. Departure on RAT, or

   d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

   a. Including travel time, and

   b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 6600-M are made through the Secretarial Process.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART B: COST OF LIVING ALLOWANCE (COLA)

MEMBERS ONLY

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost of living with the CONUS cost of living. An allowance to cover official entertainment expenses is not authorized by 37 USC §405 and is not included in the JTR.

B. Allowances Payable. The COLA index for each OCONUS location is shown in App J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. See App J for detailed computation steps.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in App J, reimbursement may be authorized for specific locations and specific types of expenses.

9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or

2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,

2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or

3. Member without Dependent(s) Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependent(s) 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 dependent(s) is authorized COLA based on the old home port until the day the member moves back aboard the ship.

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

9115 COLA FOR A MEMBER WITHOUT DEPENDENT(S)

A. Reduced COLA. A reduced COLA is paid to a member when both Gov't Qtrs and a Gov't dining facility are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW App J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the without dependent rate.

B. Gov't Dining Facility Availability

NOTE 1: For COLA purposes – If the permanently assigned member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility (par. 9000-E and App A), then a Gov't dining facility is available.

NOTE 2: The decision on COLA authority for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

a. Dining facility is actually available to the member,

b. Member is expected to purchase food for preparation in the Gov't Qtrs, and

c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

NOTE 3: If the commander authorizing COLA expects the member to cook and consume meals in the Gov't living Qtrs, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A member, who routinely eats 2 or more meals a day in the dining facility is only authorized to receive the Reduced COLA rate.

1. Member with Gov't Qtrs and Gov't Dining Facility Available. A member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility available, is authorized the Reduced COLA rate. The presence of a non-command sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0 dependent rate. In that situation, the member is still only authorized Reduced COLA rate.

2. Member with Gov't Qtrs Available but without a Gov't Dining Facility Available. A member who has Gov't Qtrs available but who does not have a Gov't dining facility available for 3 meals a day at the PDS is authorized COLA at the rate specified in App J for a member with 0 dependents.

3. Member with Gov't Qtrs Available but for Whom Gov't Dining Facility Use is Impractical. A member who has Gov't Qtrs available, but whose commanding officer/installation commander, or delegated designee, furnishes a statement that Gov't dining facility use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in App J for a member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining facility usage, cannot determine that Gov't dining facility is unavailable for a member who eats 2 or more meals a day in a Gov't dining facility..

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Gov't Qtrs are not available and who is authorized to mess separately (i.e., away from a Gov't dining facility), is authorized COLA computed as indicated in App J for a member with 0 dependents.

5. Member Married to Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in App J for a member with 0 dependents (par. 9210).

6. Member Authorized to Occupy Other than Gov't Qtrs. A member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

7. Member without Dependent Who Elects Not to Occupy Inadequate Gov't Qtrs. A member in grade E-6, who has no dependent, has elected to not occupy inadequate Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:

a. Has no dependent,

b. Is assigned to permanent duty aboard a ship,

c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov't Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov't Qtrs, and

d. Occupies private sector housing,

is authorized COLA computed as indicated in App J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member married to member military couple (both below grade E-6) is authorized COLA as specified in App J for a member with 0 dependents if the spouses:

a. Have no other dependent(s),

b. Are assigned to permanent duty aboard ship(s),

c. Elect to not occupy assigned shipboard Qtrs, and

d. Occupy a private sector housing.

10. Member in Confinement. A member without dependent(s) is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

C. Leave Periods. If a member without dependent(s) takes leave away from the OCONUS PDS vicinity, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave.

9120 NON-COMMAND SPONSORED DEPENDENT IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with dependent COLA even if the dependent's presence leads the member to choose not to use an available Gov't dining facility. The member is authorized COLA the same as any other member without dependent(s) under par. 9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with dependent COLA under par. 9130 starts on the date the dependent is command sponsored.

9125 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENT

A member without dependent:

1. On duty at a PDS where a Gov't dining facility is available (member is receiving the reduced COLA rate), and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without dependent COLA for each meal not furnished in a Gov't dining facility in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW App J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

1 October 2011	
Meal Involved	Applicable Percentage
Morning	7%
Noon	15%
Evening	15%

9130 COLA FOR A MEMBER WITH DEPENDENT(S)

A. General. A member with dependent(s) is authorized OCONUS COLA based on the number of command sponsored dependent(s) at the PDS vicinity (see par. 9210 for authority for member married to member couples) regardless of Gov't dining facility availability (including aboard ship), except:

1. When a member is on leave away from the OCONUS PDS vicinity for more than 30 days and is accompanied by all command sponsored dependents.;

2. When any command sponsored dependent departs the OCONUS PDS vicinity for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents' departure to the rate specified in App J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance return to a location other than the OCONUS PDS, the member becomes a member without dependents (see par. 9000-B2) and the OCONUS COLA at the with dependent rate terminates the day before the command sponsored dependents depart the member's PDS. See par. 9225 for early/advance return of foreign born command sponsored dependents authorized to travel to their native country; or

5. When in a confinement status as a result of disciplinary action, the member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in App J for the number of command sponsored dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or

2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and

3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in App J.

9140 COLA REPORT SUBMISSION

See App M for COLA report submission.

9145 COLA FOR AN RC MEMBER

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.

NOTE: New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a member is authorized COLA at the with dependent rate for the PLEAD, there is no command sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More than 30 Days. An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty for Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

2. Called/Ordered to Active Duty for Other than Training for More than 180 Days with PCS Allowances. Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day before the member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the member reports at that location (e.g., Member reports on 30 June. Primary

OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A member called/ordered to active duty for other than training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the member reports at that location (e.g., member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active Duty for Other than Training for More than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active duty for other than training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

a. Assigned to duty at that residence, and

b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW par. 020501, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see App A); or

2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 1: GENERAL

MEMBERS ONLY

9150 GENERAL

A. Purpose. 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:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for a Gov't Qtrs assignment, or while completing arrangements for other private sector housing when Gov't Qtrs are not available;

2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov't Qtrs/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent Gov't Qtrs/private sector housing/privatized housing;

3. While seeking permanent Gov't Qtrs/private sector housing following a TDY period when a member without dependents vacated permanent Gov't Qtrs/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Gov't Qtrs/private sector housing is vacated ICW a PCS order; or

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in the JTR Introduction applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. 9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS

TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to the Per Diem, Travel and Transportation Allowance Committee by:

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

b. FAX: (571) 372-1301

for review IAW DoDI 5154.31, Vol 5 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. 9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements in par. 9150-C1e(1) through (8) must be met before TLA payment.

c. If Gov't Qtrs are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost IAW par. 020303-C.

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Gov't Qtrs/private sector housing (not applicable when it is known that the member is to be assigned Gov't Qtrs), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Gov't Qtrs/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov't Qtrs/private sector housing. NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to Gov't Qtrs.;

(3) Of the responsibility to furnish a statement to the official described above in par. 9150-C1e(2) indicating TLA commencement and/or termination;
(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. 9160 and 9170;

(5) Of the requirement to relocate to other permanent Gov't Qtrs/private sector housing or to reoccupy the Gov't Qtrs/private sector housing formerly occupied, as soon as practical if the conditions in par. 9150-A2 apply;

(6) That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives, but the M&IE is payable for the eligible TLA period.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. 9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. 9160-G), delayed departure (par. 9170-C), or early permanent Gov't Qtrs/private sector housing termination (par. 9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependent(s) is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorized period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent Qtrs. The guidance should ensure that:

(1) Existing Gov't transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov't transient facilities more available to a member in a TLA status and/or dependents;

(2) Leased Qtrs furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of Gov't owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov't Qtrs and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Gov't Qtrs are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Gov't Qtrs/private sector housing could reasonably be occupied, when permanent Gov't Qtrs are/private sector housing is not occupied;

(7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available Gov't dining facility is not used and/or available Gov't Qtrs are not occupied because a non-command sponsored dependent is in the PDS vicinity.

E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part B9) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses 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)).

F. TDY Mileage, MALT, TLA, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, and per diem computation.

9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. 9150.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

MEMBERS ONLY

9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. 9160-B and 9160-C.

2. Extra Room Charge Payment. Except as provided in pars. 9185-C and 9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking in or for the checking out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. 9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking in or the calendar day preceding the checking out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. 5030) when the PCS is performed by common carrier or transportation in kind if the TLA and reporting day are the same. See pars. 5014-A to C, 5014-D, 5074-B1, and 5074-B2. The reporting day lodging expense is reimbursed as TLA (par. 9150-C). See par. 9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT Plus is payable, par. 9160-B.

B. Temporary Lodging Not Available at PDS. When Gov't/commercial temporary lodgings are not available at the PDS and the member must obtain Gov't/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. 9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. 9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a Gov't Contractor. When a Gov't contractor furnishes temporary lodgings, TLA is computed under par. 9185-E. When the member and/or dependents check into/out of Gov't contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking in or the checking out calendar day, the daily amount of TLA for the check in calendar day or the calendar day preceding the checkout day is to be increased by the extra amount of Qtrs charge paid.

D. Temporary Lodging Occupied in Facilities under Gov't Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's Qtrs, under Gov't jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. 9185-E. When the member and/or dependents check into/out of this type of Qtrs at a time of day which results in the payment of a rental/service charge for the calendar day before checking in or for the checking out calendar day, the daily TLA amount for the check in calendar day or the calendar day preceding the checkout day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. 9185-A or 9185-B, and except as in pars. 9185-F, and 9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.

2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or VAT relief certificate cost, and other authorized lodging costs.

3. When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.

4. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

Number of Eligible Persons Occupying Temporary Lodging	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%

a. Use the above applicable percentage for both lodging and M&IE unless:

(1) A TLA Special has been authorized for lodging. See par. 9195.

(2) Temporary lodgings are not available at the PDS. See par. 9185-B.

(3) Permanent Gov't Qtrs are being renovated, or lack adequate cooking and eating facilities. See par. 9185-F.

(4) Temporary Qtrs contain adequate cooking facilities. See par. 9185-G.

(5) A member, authorized a temporary lodging cost at the new PDS under par. 9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

(6) The member/dependent(s) stay with friends/relatives; lodging cost reimbursement is not authorized but the TLA M&IE is paid.

b. When computing the applicable percentage for a:

(1) Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See Example 7;

(2) Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;

(3) Member married to member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. 9185-E, as shown in Examples 5 and 6.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating Gov't Qtrs, or when permanent Qtrs lack adequate cooking and eating facilities. See par. 9185-F.

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost, including lodging tax or VAT relief certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. 9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

b. Itemized lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. 010301 for receipt requirements; and par. 9157 for TLA advances.

c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. 9185-H and 9195 (TLA Special).

F. TLA while Gov't Qtrs Are Being Renovated, or if Gov't Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:

a. Occupy Gov't Qtrs while the kitchen is being renovated, or

b. Occupy Gov't Qtrs/private sector housing during utility loss, or

c. Initially occupy permanent Gov't Qtrs/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. 9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. 9185-E, except that the M&IE amount is reduced by one half.

2. The reduced (one half) M&IE amount based on adequate cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a stove and oven, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. 9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. 9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. Per diem rates used in these examples may not be current, and are for illustrative purposes only. Refer to the paragraph references for clarification when computing TLA.

1. TDY/Deployment, POV Travel

A member, with command sponsored spouse, is assigned to an OCONUS location (par. 9150-C). The member and spouse arrive at the new OCONUS PDS location on 1 April by POV and move into temporary lodgings the same day (par. 9160-B). TLA status is effective the following date, 4/2. The temporary accommodations do not have facilities for preparing and eating meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost, if applicable. Itemized lodging receipts are provided as required.	
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
4/2 – The member is advised upon reporting to aggressively seek permanent Gov't Qtrs/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent Qtrs/housing is reviewed for compliance with the JTR and OCONUS TLA Authority requirements. TLA is extended for another 10 day period by the OCONUS TLA Approving Official (par. 9150-C2).	
4/21 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. 9160-C3 (TDY/Deployment). TLA is authorized only for the number of days the member actually remained in TLA accommodations. The member and spouse moves into the same permanent Qtrs on 4/21.	
TLA Computation For 2-10 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 4 days = $600
TLA Computation For 11-14 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 9 days = $1,350
TLA Computation For 15-17 April TDY/Deployment	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount	$74 divided by 2 = $37

from the Step 1 result (par. 9185-E4, Step 1a5).	$74 - $37 = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113/day.	$37 + $76 = $113 $113/day x 3 days = $339
TLA Computation For 18-20 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 3 days = $450

2. <u>TDY Status, Vessel at Home Port and Underway</u>

A member, with spouse, is assigned to a ship with an OCONUS home port. The locality <u>per diem rate</u> is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 9/30 by POV while the ship is away (par. 9160-C2). TLA status is effective the following date, 10/1. They occupy temporary Gov't Qtrs that does not have facilities for preparing and eating meals (par. 9185-G). The actual lodging expense is $98/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required. The ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member and spouse move into the same permanent Qtrs on 10/11.	
9/30 - TLA is not payable for 30 September since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
10/1 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
10/6 – The member submits a lodging expense report of $490 ($98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of $490 ($98 per day) from 10/6 thru 10/10. TLA extension of an additional 10 day period is authorized as the member has complied with the OCONUS TLA Authority requirements IAW the JTR (par. 9150-C2).	
TLA Computation For 1-5 October – Tdy Status/Vessel Underway	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 65% x $66 = $42.90 65% x $66 = $42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a TDY per diem status (par. 9160-C).	$98 divided by 2 = $49
3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$49 vs. $42.90 $42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay $85.80/day.	$42.90 + $42.90 = $85.80 $85.80/day x 5 days = $429
TLA Computation For 6-10 October - (Vessel At Home Port)	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $66 = $66 100% x $66 = $66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$98 vs. $66 $66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $132/day.	$66 + $66 = $132 $132/day x 5 days= $660

3. Temporary Lodgings Contain Facilities for Preparing and Consuming Meals

A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $138/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.	
TLA Computation	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 150% x $74 = $111 150% x $76 = $114
2. Reduce the Step 1 M&IE by one half due to cooking facilities.	$111 x 50% = $55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$138 vs. $114 $114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $169.50/day.	$55.50 + $114 = $169.50 Pay $169.50 for each day

4. Member Married to Member Couple in the Same Temporary Lodging without Facilities for Preparing and Consuming Meals, (POV Travel)

Member married to member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night ($57/night for each member), including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion or valued added VAT taxes if applicable. Itemized lodging receipts are provided as required.		
4/1 – TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.		
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each member submits a separate lodging expense report of $570 ($114÷2/day, including tax = $57) for shared temporary lodging. The members' progress in obtaining permanent Qtrs/housing is reviewed for additional TLA period from 4/11 to 4/20 and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2). The members moved into the same permanent Qtrs on 4/21.		
TLA Computation A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204..		
Temporary Lodging without facilities for Preparing and Consuming Meals		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	Member 1 65% x $74 = $48.10 65% x $76 = $49.40	Member 2 65% x $74 = $48.10 65% x $76 = $49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$48.10 x 100% = $48.10 (2a)	$48.10 x 100% = $48.10 (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

Pay each member $97.50/day.		

5. Member Married to Member Couple with Dependents in Temporary Lodgings with Available Preparation and Cooking Facilities for Each Member, POV Travel

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. Preparation and cooking facilities are available for each member in the temporary lodging (par. 9185-G). The locality per diem rate is $160 ($86/ $74). The actual lodging expense is $85/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the new OCONUS PDS location for each member and children IAW par. 9185-A3.		
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each member submits a separate lodging expense report of $850 ($170 per day including lodging tax divided in half, $85) for shared temporary lodging. They moved into permanent Qtrs on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA Computation A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.		
Preparation and Cooking Facilities are Available for Each Member		
1. Maximum rates (applicable percentage x locality rate) M&IE Lodging	Member 1 (one dep) 100% x $74 = $74 100% x $86 = $86	Member 2 (one dep) 100% x $74 = $74 100% x $86 = $86
2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	$74 x 50% = $37	74 x 50% = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $86 $85	$85 vs. $86 $85
4. Add Step 2 M&IE to the selected Step 3 lodging amount. Pay each member $122 per day.	$37 + $85 = $122 $122 x 10 = $1,220	$37 + $85 = $122 $122 x 10 = $1,220

6. Member Married to Member Couple with Dependents with Two Rooms without Preparation and Cooking Facilities for Each Member, POV Travel

A member married to member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days.
4/11 – Each member submits a separate lodging expense report of $1,200 ($120/day including tax) for shared temporary lodging. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The members and dependents moved into the same permanent Qtrs on 4/21.
TLA Computation

A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging Total	Member 1 (2 deps over 12) 135% x $75 = $101.25 135% x $125 = $168.75 $101.25 + $168.75= $270	Member 2 (2 deps under 12) 125% x $75 = $93.75 125% x $125 = $156.25 $93.75 + $156.25 = $250
2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$101.25 x 100% = 101.25	
2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.		$93.75 x 100% = $93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120 $120	$156.25 vs. $120 $120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120 = 221.25	$93.75 + $120 = $213.75
5. Pay the lesser of Step 1 and Step 4.	$221.25	$213.75
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$221.25/day x 10 days = $2,212.50	$213.75/day x 10 days = $2,137.50
7. Total Amount Paid to Each Member	$2,212.50	$2,137.50

7. Member with Multiple Dependents and Two Rooms without Preparation and Cooking Facilities, POV Travel

A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POV and use two rooms for temporary lodging on the same day (par. 9185-E, step 2b). TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each room, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are required.
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.
4/2 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).
4/11 – The member submits a lodging expense report of $2,400 ($120/room per day including tax) for two rooms. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The member and dependents moved into the same permanent Qtrs on 4/21.

TLA Computation When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12)	
When computing the correct total percentage for a member and family – spouse, dependent.	
1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	 220% x $75 = $165 220% x $125 = $275 $165 + $275= $440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$165 x 100% = $165
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1	$275 vs. $240

maximum lodging rate. Use the lesser.	$240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$165 + $240 = $405
5. Pay the lesser of Step 1 and Step 4.	$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$405/day x 10 days = $4,050
7. Total Amount Paid	$4,050

8. PCS Reporting Date and Authorized TLA are on the Same Day, Commercial Transportation

A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $377 ($250/ $127).		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member submits a lodging expense report of $2,250 ($225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent Qtrs on Day 11. Actual lodging expenses include lodging tax and any other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
TLA Computation On The Same Day		
This example is for travel performed by common carrier or transportation in kind.		
PCS M&IE paid (par. 5030) =		$285.75
TLA paid for 10 days of TLA (par. 9185-A3)	$225 + $7,413.75 =	$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Member	Full Rate	$127.00
Spouse	$127 x 75%	$95.25
Child under 12	$127 x 50%	+ $63.50
TOTAL		$285.75
TLA (Lodging Only)		
Member, spouse, and dependent (under 12)	$250 x 125% = $312.50 (limited to $225)	$225.00
Days 2 – 10		
Step 1	M&IE ($127 x 125%) = Lodging ($250 x 125%) = Total =	$158.75 + $312.50 $471.25
Step 2	Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount	$225.00
Step 3	Add M&IE and lodging ($158.75 + $225) =	$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days =	$3,453.75

9. Lodging with Currency Conversion Fees

A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $268 ($152/ $116). The lodging expense is $145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is $25. Itemized lodging receipts are provided as required.	
TLA COMPUTATION	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $116= $116 100% x $152 = $152

International Transaction (currency conversion) Fee	$25 ÷ 5 = $5
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser.	$150 vs. $152 $150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $266/day.	$116 + $150 = $266 $266/day x 5 days = $1,330

10. PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel

PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel		
A member and spouse are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. The member and spouse elect to reside with relatives. TLA authorization is limited to the M&IE of the applicable locality per diem rate of $377 ($250/$127) per par. 9150-C1e(8); lodging expense reimbursement is not authorized when staying with friends and relatives.		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member requests M&IE of the locality per diem rate for 9 days of TLA, $1,143. The member and dependent moved into the same permanent Qtrs on Day 11.		
TLA Computation (for travel performed by common carrier or transportation in kind)		
PCS M&IE paid (par. 5030) =		$222.25
TLA paid for 10 days of TLA (par. 9185-A3)	$1,143.00 =	$1,143.00
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Member	$127 (Full Rate)	$127.00
Spouse	$127 x 75% =	$95.25
TOTAL		$222.25
TLA (lodging only if applicable)		
Member and spouse	No lodging reimbursement. Stayed with friends and relatives	
DAYS 2 – 10		
Step 1	M&IE ($127 x 100%) = $127 x 9 days =	$127.00 $1,143.00
Step 2	Lodging cost expenses are not authorized. Stayed with friends and relatives.	
Step 3	Add M&IE, no lodging cost =	$1,143.00

APPENDIX A: DEFINITIONS & ACRONYMS

A. 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. 020206-J, K and L and Table 2-5). 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. 020206-J, K and L and Table 2-5, 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 (Civilian 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.

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DEPENDENT (Members Only)

A. General. The term "dependent" is defined by 37 USC §401. Except for transportation to obtain OCONUS medical care (par. 033301-A1), 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. 031102-A, or

b. Transportation for survivors of a deceased member authorized in par. 032002-A.

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. 040201.

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.

DISABILITY.

1. 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.

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 Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member travels by POV 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 Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member anticipates that the official distance of 2,100 miles will be traveled by POV. The Service member changes plans and travels by air. The Service 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 Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member travels by POV and is authorized 7 days travel time. However, the Service 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 A), 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.

FAMILY MEMBER (Repatriation of a Service Member Held Captive). For repatriation of a service member held captive, family members are the service member's:

1. Spouse;

2. Children (including step, adopted, and illegitimate children); and

3. Siblings and parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the service member for a period of not less than 1 year immediately before the service member entered the Uniformed service). Only one father and one mother, or their counterparts, may be recognized in any one case.

FAMILY MEMBER (Civilian Employee Emergency Visitation Travel (EVT)). For EVT, any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and eligible for EVT:

1. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

2. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A - dependent/ immediate family);

3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/spouse/ domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

4. A Spouse or domestic partner.

FAMILY MEMBER, IMMEDIATE (Civilian Employee Emergency Visitation Travel (EVT)). For EVT an immediate family member is the civilian employee's:

1. Spouse or domestic partner;

2. Child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

3. Employee's parent, spouse's parent or domestic partner's parent; and

4. Sibling (including stepbrother and/or stepsister), spouse's sibling, or domestic partner's sibling (for cases of death).

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 App X, Gov't or commercial lodging for DoD civilian employees or 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 A;

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 are the same as those authorized for an employee ICW TDY, except for spouse invitational travel.

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). See SERVICE MEMBER.

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POV operating expenses.

2. For current rates, see the DTMO Website.

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 POV 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 the DTMO Website 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.

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 POV (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 POV 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.

4. See the DTMO Website 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; 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.)

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. 020207-D, 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. 020213, Table 2-13 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. 032201-A3 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. 032201-A3.

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 (verbal or written) of the call to active duty travel order. See par. 010206-A 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 VEHICLE (POV)

A. For Transporting People

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Government conveyance or common carrier.

2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the Service member or civilian employee for transportation on PCS or TDY when such rental conveyance has not been authorized or

approved as a special conveyance.

3. A common carrier or a Government-owned conveyance is not a POV.

Also see **TRANSPORTATION**.

B. For Shipment.

1. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a Service member or civilian employee, or the Service member's or civilian employee's dependent for the primary purpose of providing personal transportation that:

a. Is self-propelled;

b. Is licensed to travel on the public highways;

c. Is designed to carry passengers or HHG; and

d. Has four or more wheels.

2. Motorcycle or Moped

a. Service Members Only. At the Service member's option, a motorcycle or moped may be considered a POV if the Service member does not ship a vehicle with four or more wheels on the same order.

b. Civilian Employees Only

(1). CONUS. The civilian 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 Government to transport POV(s) than to drive to the new PDS.

(2). OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

3. Leased Vehicle. The Service member or civilian 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 civilian employee's responsibility.

4. 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. See 49 CFR §571.500 for the Department of Transportation (DOT) federal statute pertaining to low speed vehicles 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 the JTR Introduction (Service or DoD Agency Regulation Review Process).

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 the JTR Introduction (Service or DoD Agency Regulation Review Process).

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.

SERVICE MEMBER. As used in the JTR, the term 'Service member' is a member serving in one of the Uniformed Services including:

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.

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. A commercially rented or hired vehicle; such as a taxi or cab. A POV or Government-owned/contracted vehicle is not a special conveyance. .

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.

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 pars. 020203, 020206, 020207, 020208, 020209, 020210, 020211 and 020213.

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. See par. 010203).

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 A

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.

B. 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 P.
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
DTR	Defense Transportation Regulation
DTS	Defense Travel System

Acronym	Meaning
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 not apply 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
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem

Acronym	Meaning
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	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)
TDRL	Temporary Disability Retired List (Members Only)
TDY	Temporary Duty

Acronym	Meaning
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 P.

APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

A. Travel Purpose Identifiers. DoD travelers Refer to ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel, for guidance on data elements and trip descriptions.

B. Reporting Data Elements And Procedures Format. Other than Economy/Coach Travel Reporting Data Elements and Procedures are listed below:

1. Traveler's Name (Last/First/MI; e.g., Smith, John. Q.): _____

and Sponsor's Name (if applicable): _____

2. Traveler's Rank/Grade (e.g., O-7, E-6, GS-14, Civilian): _____

and Sponsor's Rank/Grade (if applicable): _____

3. Last 4 SSN (Last 4 digits of traveler's Social Security Number): _____

and Sponsor's Last 4 SSN (if applicable): _____

4. Service/Agency of traveler (e.g., U.S. Army, DIA): _____

5. Organization of traveler (e.g., 434 ARW/FMF): _____

6. Work Phone (Comm and DSN (both with area codes): _____

7. Email Address: _____

8. Travel Purpose (see par. A) NOTE: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach accommodations.

9. Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination

10. Fare Paid for other than economy/coach class accommodations (nearest dollar): _____

11. Coach Fare amount leg would cost if coach class used (nearest dollar): _____.

12. Ticket Issuing Location (Name and Location of Travel Management Company (TMC): _____

13. Approval reason code and JTR par. justification reference:

Approval Code: _____

Par. Reference: _____

14. Approval Authority of other than economy/coach accommodations (i.e., name, title): _____

C. First Class Air Accommodations Codes. Also see par. 020206. One of the other 6 reasons (F1 through F5 or FC) must also apply.

Approval Code	JTR Paragraph Reference	Reason For Travel
F1	Par. 020206-J and Table 2-4	Lower Class Not Available in Time
F2	Par. 020206-J, K and Table 2-4	Medical
F3	Par. 020206-J and Table 2-4	Security
F4	Par. 020206-J and Table 2-4	Mission
F5	Par. 020206-J and Table 2-4	Only first class provided
F6	Par. 020206-J and Table 2-4	Non Federal source
FC	Pars. 020206-J, 031802 and Table 2-4	Congressional Travel

D. First Class Decision Support Tool

1. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

2. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes.

3. First Class Accommodations Requests

a. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

(1) NO. First class accommodations must not be authorized/approved.

b. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(a) YES. Would traveler arrive later than the required reporting time at the duty site?

-1- YES. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- YES. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- NO. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) NO. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- YES. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- YES. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- NO. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

c. Is the request for first class accommodations because of medical reasons (F2)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Has a medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?

(1) YES. First class accommodations must not be authorized/approved.

(2) NO. First class accommodations may be authorized/approved.

d. Is the request for first class accommodations due to exceptional security circumstances (F3)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Would use of other than first class accommodations entail danger to the traveler's life or Government property?

(a) YES. First class accommodations may be authorized/approved.

(b) NO. Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?

(1) YES. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-a- NO. First class accommodations must not be authorized/approved.

-b- YES. First class accommodations may be authorized/approved.

(2) NO. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-a- NO. First class accommodations must not be authorized/approved.

-b- YES. Can adequate security of the pouch or package be maintained in coach or business class?

-1- YES. First class accommodations must not be authorized/approved.

-2- NO. First class accommodations may be authorized/approved.

e. Is the request for first class accommodations mission required (F4)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(a) YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) NO. Is the traveler a high level invited guest?

(1) YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) NO. Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Gov't officials?

-a- YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-b- NO. First class accommodations must not be authorized/approved.

f. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Has the TO/agent documented that there are no other scheduled coach or business class flights/seats?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. First class accommodations may be authorized/approved.

g. Is the request for first class accommodations because a non-Federal source is paying (F6)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. Have the transportation services been paid in advance by a non-federal source?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. First class accommodations may be authorized/approved.

h. Is the request for first class accommodations for a Service member or civilian employee traveling in support of congressional travel (FC)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. An approval authority must sign a separate and distinct authorization form for issuance of any other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

E. Business Class Air Accommodations Codes. Also see pars. 020206, 020207, 020209 and 020210.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
B1	Par. 020206-J, K and Table 2-4	Medical
B2	Par. 020206-J and Table 2-4	Security
B3	Par. 020206-J and Table 2-4	Foreign flag coach not adequate
B4	Par. 020206-J and Table 2-4	Only business class provided
B5	Par. 020206-J and Table 2-4	Non-Federal source [1]
B6	Par. 020206-J and Table 2-4	Over 14 hours
B7	Par. 020206-J and Table 2-4	Overall savings
B8	Par. 020206-J and Table 2-4	Lower Class Not Available in Time
B9	Par. 020206-J and Table 2-4	Mission
BC	Pars. 020206-J, 031802 and Table 2-4	Congressional Travel
BF	Par. 020206-J and Table 2-4	Required by Foreign Government Regulations, MOU/MOA/SOFA

[1] For business class accommodations, this is a stand-alone reason.

F. Business Class Decisions Support Tool

1. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

2. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes.

3. Business Class Accommodations Requests

a. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

(1) NO. Business class accommodations must not be authorized/approved.

b. Is the request for business class accommodations because there are no least expensive unrestricted economy/ coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is the mission so urgent that it cannot be postponed?

(a1) NO. Business class accommodations must not be authorized/approved.

(b) YES. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(1) YES. Business class accommodations must not be authorized/approved since arrival time

reporting time in these cases is not mission critical.

-a- NO. Business class accommodations may be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

c. Is the request for business class accommodations because of medical reasons (B1)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has a medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

-1- YES. Business class accommodations must not authorized/approved.

-2- NO. Business class accommodations may be authorized/approved.

d. Is the request for business class accommodations due to exceptional security circumstances (B2)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Would use of other than business class accommodations entail danger to the traveler's life or Gov't property?

(a) YES. Business class accommodations may be authorized/approved.

(b) NO. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

-1- YES. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-a- NO. Business class accommodations must not be authorized/approved.

-b- YES. Business class accommodations may be authorized/approved.

-2- NO. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-a- NO. Business class accommodations must not be authorized/approved.

-b- YES. Can adequate security of the pouch or package be maintained in coach class?

/1/ YES. Business class accommodations must not be authorized/approved.

/2/ NO. Business class accommodations may be authorized/approved.

e. Is the request for business class accommodations mission required (B9)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is travel in connection with the Federal Advisory Committees Act?

(a) YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) NO. Is the traveler a high level invited guest?

(1) YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) NO. Is the traveler a U.S. armed forces attaché accompanying ministers of a foreign government traveling to the U.S. to consult with U.S. Federal Gov't officials?

-a- YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

-b- NO. Business class accommodations must not be authorized/approved.

f. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has the TO/agent documented that no other scheduled coach class flights are available?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Business class accommodations may be authorized/approved.

g. Is the request for business class accommodations because a non-Federal source is paying (B5)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Does the non-Federal source want the traveler to use business class accommodations?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Have the transportation services been paid in advance by a non-federal source?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Business class accommodations may be authorized/approved.

h. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has foreign flag service use been authorized/approved in accordance with the Fly America

Act?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Does the aircraft have more than two cabins?

-1- NO. Business class accommodations must not be authorized/approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-2- YES. Business class accommodations may be authorized/approved.

i. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Gov't (B7)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(a) NO. Business accommodations must not be authorized/approved.

(b) YES. Is there an actual cost comparison showing the overall savings details?

-1- NO. Business accommodations must not be authorized/approved.

-2- YES. Does the aircraft have more than two cabins?

-a- NO. Business accommodations must not be authorized/approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-b- YES. Business accommodations may be authorized/approved.

j. Is the request for business accommodations because the scheduled flight time is in excess of 14 hours (B6)?

(1) NO. Business accommodations must not be authorized/approved.

(2) YES. Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(a) NO. Business accommodations must not be authorized/approved.

(b) YES. Does the traveler have to begin work immediately after arrival?

-1- NO. Business accommodations must not be authorized/approved.

-2- YES. Can a rest period be scheduled en route or at the TDY site before starting work?

-a- YES. Business class accommodations must not be authorized/approved.

-b- NO. Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

/1/ NO. Business accommodations must not be authorized/approved.

/2/ YES. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

/a/ YES. Business accommodations must not be authorized/ approved.

/b/ NO. Business accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

k. Is the request for business accommodations for a Service member or civilian employee traveling in support of congressional travel? (BC)?

(1) NO. Business accommodations must not be authorized/approved.

(2) YES. An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

G. Restricted Airfare Checklist for AOs. Also see par. 020206-M2and the DTMO website for an electronic version of this document.

1. General

a. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

b. City Pair Fare is Available. When a city pair fare is available, the AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

2. Checklist. Prior to booking travel arrangement(s), please review the following questions.

No.	Item	Yes	No
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $200 or more on a U.S. domestic flight, or $300 on an International flight since these amounts are the change/cancellation fee charges)? Example: $475 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $200. Answer is yes since $200 + $200 = $400 which is still less than $475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

3 Restricted Airfare Determination

a. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

b. If the answer to any of the questions is "NO", then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

c. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

d. Restricted airfares must be purchased through the TMC and paid for with a GTCC. Restricted airfares may not be purchased through on-line booking services.

4. Limitations and Restrictions

a. Par. 020207-Fapplies if a Gov't TMC is not available.

b. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/canceled for any official reason.

c. See par. 020206-M2for personal limitations and restrictions when using restricted airfares for official travel.

☐ Approved		☐ Disapproved
_____ Approving Official's Name	_____ Approving Official's Signature	_____ Date

H. Other Than Economy/Coach Accommodations for a Medical Disability/Special Need Reason

1. It is DoD policy (see par. 020206-K) that 'other than economy/coach' accommodations, due to a disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining 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. This requirement is in the JTR. 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.

2. A traveler who requests 'other than economy/coach' accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required 'other than economy/coach' authorization prior to travel.

3. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate 'other than economy/ coach' AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for 'other than economy/coach' transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach class airfare.

I. Other Than Economy/Coach Transportation Approval Checklist. Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.

Item	Yes	No
1. Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2. Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML); or Evacuation? 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.		
3. Could another traveler accomplish the mission?		
4. Could a GSA "business class" city pair airfare be used for 'Other Than Economy/Coach' transportation?		
5. Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?		
6. Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7. Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8. If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9. Has sufficient justification been provided from a medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? If the disability is a lifelong condition, then a certification statement is required every two years.		
10. FOR DoD: As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/Coach Class airfares have been approved in accordance with all regulations.		
11. REMARKS (For additional/beneficial information or comments applied in the decision process.)		

Recommend approval of attached 'Other Than Economy/Coach' Transportation request for:		
_____		_____
Traveler Name		Date
_____	_____	_____
Recommending Official's Name	Recommending Official's Title	Recommending Official's Signature
See the DTMO website for an electronic version of this document.		

J. Other Than Economy/Coach' Accommodations Determination Format

The request for first/business -class accommodations for _____
(enter full name of traveler)

is authorized/approved/disapproved.

_____ _____

Type Full Name, Rank and Office Symbol of 'Other than Economy/Coach' Authorizing/Approving Signature DATE

K. Other Than Coach Accommodations Codes for Train Travel. Also see par. 020206-J.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
T1	Par. 020206-J and Table 2-4	Lower Class Not Available
T2	Par. 020206-J, K and Table 2-4	Medical
T3	Par. 020206-J and Table 2-4	Security
T4	Par. 020206-J and Table 2-4	Health Standards
T5	Par. 020206-J and Table 2-4	Mission
T6	Par. 020206-J and Table 2-4	Advantageous to the Gov't

L. Other Than Lowest First Class Accommodations Codes for Ship Travel. Also see par. 3660-C.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
S1	Par. 020206-J and Table 2-4	Lower Class Not Available
S2	Par. 020206-J, K and Table 2-4	Medical
S3	Par. 020206-J and Table 2-4	Security

APPENDIX I: TRAVEL ORDERS

EMPLOYEES ONLY

A. Delegation of Authority Only the officials listed in par. 3510 may authorize/approve premium class air accommodations.

1. Who May Issue a Travel Order (FTR §301-71.104)

a. General

(1) The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.

(2) Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.

(3) One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.

(4) Specific travel order-issuing conditions are indicated in the following tables.

(5) Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving a travel order.

(6) See par 020307 for AEA information.

b. Army Delegation of Authority. All below are travel order issuance delegation.

Authorizing and Approving Official	TDY Travel [1]	PDT [5]	Invitational Travel [1, 6]
	Footnote		
Secretary of the Army			
Administrative Assistant to the Secretary of the Army	3	3	3
Chief of Staff	2		
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency	2, 4, 7		
Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	4, 7		
National Guard Adjutants General of the Respective States	4		4

[1] Issuance is subject to the provisions of AR 600-8-10, "Leaves and Passes."

[2] This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

[3] For the Office of the Secretary of the Army and elements reporting directly thereto.

[4] For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a

blanket TDY travel order issuance. Blanket travel orders are not used in DTS.

[5] For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning a civilian employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

[6] Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

[7] TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW the requirements in pars. 010206-G, 010206-I; and Table 1-6 and Table 1-7.-

c. Navy Delegation of Authority. An "X" indicates travel order issuance delegation.

Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel [1, 2]
	Trip and Blanket Travel Orders [1, 2]	OCONUS Involving Employment Agreements	Other Incl CONUS First Duty Station Travel	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, USMC Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command HQs	X	X	X	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X

Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel [1, 2]
	Trip and Blanket Travel Orders [1, 2]	OCONUS Involving Employment Agreements	Other Incl CONUS First Duty Station Travel	
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

[1] Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

[2] An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

[3] An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the service agreement or travel order as "acting."

d. Air Force Delegation of Authority. All below are Travel Order Issuance Delegation

Authorizing and Approving Official	TDY Travel 1, 9	PDT	Invitational Travel 9
	Footnote		
Secretary of the Air Force	3	6	
Chief of Staff, U.S. Air Force	4	6	
Commander, Major Air Command/FOA/DRU	5	6	
Commander, Intermediate Echelon	2, 5	6	7
Commander, Activity, Wing, Group, or Squadron	2, 5	6	7
Commander, North American Air Defense Command		6	
National Guard Adjutants General of the respective State	8	8	

[1] Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

[2] Prior authorization by the major air command concerned is required for TDY assignments in excess of 180 days. Authority may be re-delegated to lower echelons if desired.

[3] Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. A blanket travel order is not used in DTS.

[4] Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. A blanket travel order is not used in DTS.

[5] Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. A blanket travel order is not used in DTS.

[6] Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

[7] When delegated by the responsible major air command.

[8] Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

[9] An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

B. General Conditions

1. Order in Writing (FTR §301-71.108)

a. Policy. A travel order must be written or electronic 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.

b. Purposes (FTR §301-71.100). The purposes of a travel order are to:

(1) Provide the traveler information regarding what expenses may be paid;

(2) Provide TMCs and travel service vendors with necessary documentation for travel programs use;

(3) Provide necessary financial information for budgetary planning; and

(4) Identify the travel purpose.

c. 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.

d. Exceptions

(1) 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:

(a) Verbal,

(b) By letter/message, or

(c) By travel order.

(2) A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POV mileage reimbursement.

(3) If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

e. Sea Trial Travel Order

(1) Instead of an individual travel order, a travel order may be issued for civilian employees participating in sea trial trips when the only per diem involved is the per diem payable while the civilian employees are aboard the Gov't ship.

(2) The written travel order must show:

(a) The per diem authorization,

(b) The per diem rate,

(c) Duty dates,

(d) Accounting data, and

(e) The names of the civilian employees assigned to the particular sea trial trip.

(3) A copy of the travel order must be given to each civilian employee concerned.

f. Civilian Employee Status

(1) An administrative determination must be made IAW civilian personnel policy to determine if the civilian employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.

(2) For a funded order to be issued, the civilian employee must be in a duty status. A civilian employee in a leave status when a funded order is issued enters a duty status to execute the order.

2. Confirmatory Travel Order

a. 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.

b. A confirmatory travel order must:

(1) Be issued as promptly as possible,

(2) Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and

(3) Be initiated by the official who directed the travel.

3. 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,

a. Is limited to use within a stated geographical area, and

b. Is limited to a time period within a fiscal year, and

c. Must not be issued merely to authorize a specific number of trips to or between stated places or to

enable variations in itinerary, and

d. 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. Blanket travel orders are not used in DTS.

4. Travel Order Amendment

a. 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:

(1) Recognize an essential aspect of travel not known in advance,

(2) Change the period or place of TDY assignment,

(3) Include omitted pertinent information,

(4) Change allowances for unperformed travel or duty, and/or

(5) Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

b. Authorization, Approval and Retroactive Modification

(1) Allowances may be:

(a) Authorized only in advance of travel in some instances and/or

(b) Approved after travel is completed.

(2) See App A for definitions of "authorize" and "approve".

(3) Approval after the fact, when permitted, does not constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

(4) 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' POV travel after travel had been completed that the travel order had clearly permitted POV use.)

(5) See par. 020304-B and Table 2-18 regarding the effect of deductible meals on per diem rates.

c. Amendment Effective Date

(1) The amendment effective date is the issuance date unless a later date is specified.

(2) The amendment may indicate retroactive effect under the conditions in par. D1.

(3) 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.

(4) An amendment changing allowance amounts should be made effective on a date that a civilian employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the civilian employee concerned.

d. How to Amend a Travel Order

(1) 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).

(2) Responsible Official. The AO directing a civilian 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 may issue a permitted amendment.

5. Rescinding a Travel Order

a. An order may:

(1) Not be rescinded if a civilian employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

(2) Be rescinded when it applies to unperformed authorized travel.

b. Incurred expenses/services, initiated by the civilian employee based on an anticipated travel order, are not reimbursable. See pars. 010206 and 5506 and CBCA 1370-RELO, 22 January 2009.

6. 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.

7. 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.

8. 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:

a. Issuance of Gov't-procured transportation;

b. Travel advances;

c. HHG transportation and/or storage;

d. Transportation of unaccompanied dependents;

e. Transportation by Military Sealift Command (5 copies);

f. Transportation by Air Mobility Command (3 copies);

g. Immunizations/inoculations, passport, visa, and green cards. See par. 0204, Table 2-24.; and

h. Administrative requirements, including for a record in the civilian employee's personnel folder, for OCONUS PCS travel.

9. 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.

10. 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).

11. 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 civilian 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 civilian employee. The copy so endorsed is placed in the civilian employee's official personnel folder.

C. Travel Order Content

1. Form of Request. Use the travel order forms prescribed in this Appendix.

2. Information Required (FTR §301-10.5)

a. General Information. The following information must be included on each travel order. See par. 020206 and Table 2-4 if premium class accommodations are authorized.

(1) Civilian employee's name;

(2) AO's signature (digital in DTS);

(3) Travel purpose. See CFR Title 41, Chapter 301, Appendix C, Standard Data Elements for Federal Travel;

(4) Travel order conditions or limitations;

(5) Cost (for an open order, include a travel cost estimate over the period covered) estimate;

(6) A statement that the civilian employee is authorized to travel;

(a) The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." (DoDI 5154.31, Vol. 4, GTCC Regulations);

(b) . A statement indicating whether the traveler is/is not a GTCC IBA holder (DoDI 5154.31, Vol. 4, GTCC Regulations);

(c) If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods (DoDI 5154.31, Vol. 4, GTCC Regulations);

(d) A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (DoDI 5154.31, Vol. 4, GTCC Regulations) ;

(e) A statement indicating that TMC use to arrange official travel is mandatory, or a detailed statement of why a TMC is not available/not being used. Virtually every DoD component has a contractual arrangement with a TMC requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the TMC, if the TMC can provide the required official transportation arrangements.;

(f) A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.";

(g) A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;

(h) If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;

(i) A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011); and

(j) A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

b. Specific Authorization/Approval. (FTR §301-2.5) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

(1) Use of premium class service on common carrier transportation (par. 020206-J and Table 2-4);

(2) Use of a non U.S. flag air carrier (par. 020206-I and Table 2-3);

(3) Use of extra-fare train service (par. 020206-J);

(4) Travel cost estimate (a blanket travel order should include an estimate for the period covered);

(5) A statement that the civilian employee(s) is/are authorized to travel; and

(6) If permitted, a statement that return travel to the PDS during long-term TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. This travel is an exception to the policy of scheduling travel during regular hours of duty. Accordingly, the authorized return should be performed outside the civilian employee's regular duty hours or during authorized leave periods.

c. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

(1) Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

(2) Reduced per diem rate payment (par. 020308);

(3) Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation

(JER), DoD 5500.7-R; and

(4) Travel expenses related to conference attendance.

3. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

a. That the travel type is blanket TDY travel;

b. That the civilian employee must proceed at such times, to such places, and at such frequency as may be necessary;

c. Of the general geographic area limitations;

d. Of a specific period of time within a fiscal year;

e. Of the reason(s) for this type of travel;

f. Designating the traveler as an acting TO, if applicable;

g. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;

h. Authorizing excess accompanied baggage, if necessary; and

i. Of other conditions, limitations, and instructions, as appropriate.

Blanket travel orders are not used in DTS and must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

4. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily 'when actually employed' basis or serving without pay or at $1 a year (see par. 030502). A consultant or expert employed for more than 130 days is a temporary civilian employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. This use of ITAs does not apply to contractors.

5. PCS Travel

a. General. A travel order must state specific allowances and procedures the civilian employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) In all cases:

(a) Naming the old and new PDSs and their locations;

(b) The reporting date at the new PDS; and

(2) If applicable:

(a) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;

(b) That dependents are accompanying the civilian employee or traveling separately, and if

traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the civilian employee's);

(c) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 020207-C. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed.;

(d) The maximum HHG weight the civilian employee may transport including:

-a- SIT authority;

-b- HHG shipment origin and/or destination points (when different from the civilian employee's);

-c- The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

-d- (For Gov't arranged moves) How the civilian employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the civilian employee);

(e) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(f) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(g) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, civilian employee authorized relocation services IF the civilian employee is unable to sell the home within 180 days and proves to the AO that the civilian employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

b. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

(1) That the travel type is "PCS travel," and

(2) If applicable:

(a) That a service agreement has been signed. See par. 5820;

(b) Authorizing the civilian employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(c) If applicable, authorizing TQSE for the civilian employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60

days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);

(d) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(e) Authorizing real estate and unexpired lease expenses;

(f) Authorizing special conveyance use for PCS travel;

(g) That transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(h) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(i) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

(j) That a reduction in force or function transfer is due to base closure if such is the case; and

(k) The conditions in par. 5604-B1 for using more than 2 POVs are authorized/approved by a travel order amendment after the fact.

c. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "travel to first duty station (5 USC §5723)";

(2) Of the date the required service agreement is signed;

(3) Of the actual residence;

(4) Of the position title and grade to which appointed;

(5) If transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and

(6) That the conditions in par. 5604-B11 for using more than 2 POVs are authorized, or approved by a travel order amendment after the fact.

d. OCONUS Permanent Duty Travel

(1) General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(a) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;

(b) Of the actual residence, as appropriate;

(c) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(d) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be

restricted ICW the initial OCONUS assignment or separation travel);

(e) Of transportation modes (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 010103-A and 020203-A3b(2));

(f) For POV travel, that POV travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;

(g) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;

(h) Of the maximum HHG weight the civilian employee may transport and/or store; and

-1- Any weight limitation imposed by the OCONUS command;

-2- The weight allowance for consumables, if authorized (par. 5694 and App F);

-3- The civilian employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

-4- If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(i) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(j) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(k) Whether or not a POV shipment is authorized;

(l) If ocean going car ferries are authorized (see par. 5613);

(m) If applicable, authorizing TQSE for the civilian employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);

(n) If property management services are authorized; and

(o) If TQSA and/or FTASE are/is authorized.

(2) RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(a) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(b) Of the number of leave days granted;

(c) That "This civilian employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(d) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(e) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(f) Of accompanied baggage weight limits;

(g) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(h) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(i) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

6. TCS Travel

a. Events Requiring a Travel Order. A separate travel order is required to:

(1) Assign the civilian employee from the PDS to a TCS location;

(2) Return the civilian employee from the TCS location to the PDS; or if the TCS location becomes the civilian employee's new PDS:

(3) Assign the TCS location as the new PDS; and

(4) Authorize the civilian employee to return to the former PDS (par. 5904-B1).

b. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the civilian employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

(2) Of the PDS(s) and TCS involved and locations;

(3) Of the TCS/PDS reporting date; and if applicable;

(4) Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

(5) That dependents are accompanying the civilian employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the civilian employee's);

(6) That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 020207-C. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges;

(7) Of the maximum HHG weight the civilian employee may transport;

(a) Of SIT storage authority;

(b) Of HHG origin and/or destination points (when different from the civilian employee's);

(c) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and

(d) How the civilian employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the civilian employee);

(8) Authorizing the civilian employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

(9) If TQSE is authorized for the civilian employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

(10) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(11) Of transportation modes;

(12) Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;

(13) Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

(14) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(15) Whether or not POV shipment is authorized; and

(16) If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

7. Invitational Travel. An ITA must contain a statement of the:

a. Date that travel is requested or approved;

b. Type of Travel -- Indicate as appropriate;

c. Traveler's name and position title and employer, if applicable;

d. Traveler's home address;

e. Traveler's business address (if applicable);

f. Date travel begins;

g. Number of assignment days;

h. Assignment purpose;

i. Place travel begins;

j. Assignment place or itinerary;

k. Place travel ends;

l. Transportation modes;

m. Allowances;

n. Conditions, instructions, limitations; and

o. Travel approving/directing official's name and accounting citation.

There is a sample ITA format on the DTMO website. An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.

8. Travel at No Expense to the Gov't. The JTR does not apply to travel involving no expense to the Government.

D. Order Preparation

1. TDY Travel

a. General.

(1) DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations, and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't discounted rates.

(2) DD Form 1610 must not be used for invitational travel or a contractor's travel.

b. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

Item 4. Position Title and Grade/Rating. This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the civilian employee.

Item 6. Organizational Element. Enter division, branch, or unit to which traveler is assigned.

Item 8. Authorization Type. Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY Purpose (App H). Insert one of the applicable standardized purpose categories listed in App H. This is required.

Item 10.

a. Approximate Number of TDY Days (Including Travel Time). Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.

b. Departure Date (yyyy/mm/dd). Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated departure date.

Item 11. Itinerary. Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 010206-C. This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.

Item 12. Transportation Mode. Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POV travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POV travel is to the Gov't's advantage or if reimbursement is limited. Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.

Item 13. Per Diem. When per diem using the Lodging Plus computation method in pars. 020301, 020309, 020310 and Table 2-20 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (Specify)" and enter the appropriate rate information. For example:

If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (Specify)." If anticipated expenses justify a lower per diem rate and a reduced rate of $60 is authorized under par. 020308, the entry should be "reduced rate $60."

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (par. 020308-A) for the rate shown.

For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized. If additional space is needed, use the REMARKS section of block 16 or a continuation sheet.

Item 15. Advance Authorized. Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. Remarks. This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be used as appropriate to the official travel.

a. Commercial Transportation Tickets. "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher." The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage. "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 020207-C2.

c. Delay in En Route. Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. 'Other Than Economy/Coach' Accommodation Authority. Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First Class Air Accommodation. "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is ($XXX.XX)." See par 020206-J, Table 2-4 and App H; or

(2) Business Class Air Accommodations. "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is ($XXX.XX)." See par. 020206-J, Table 2-4 and App H. Only an official, designated IAW Table 2-5, has authorization/approval authority for first class accommodations and par. 020206-J for business class accommodations.

e. Special Requirements. Include instructions if the TDY assignment involves special clothing, or other conditions apply. These instructions are for the traveler and do not carry any reimbursement authority.

f. Accompanied Traveler. Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POV. Provide the accompanying person's name and status (e.g., military, civilian employee).

(1) Cite pars. 030704-C, 032003, 033201 or 5093 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. 030704-C, 033201 or 033202 when traveling as a civilian family member of a seriously ill or injured Service member.

g. GTCC. See DoDI 5154.31, Vol. 4, GTCC Regulations when a GTCC is not accepted or cannot be used.

h. Conference Registration Fee. Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.

i. POV Restrictions. Include any administrative restriction precluding or limiting other allowable POV costs or the constructed common carrier cost when the civilian employee's POV travel is not to the Gov't's advantage. See par. 020210 and Tables 2-10 and 2-11.

j. RESERVED

k. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC. See par. 010204.

l. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that a civilian employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage, See pars. 020101 and 020103. (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order

should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. Reserved

n. Reserved

o. Reserved

p. Costs for Expenses not Fully Covered by Non-Federal Source. Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, covers some but not all of the allowable travel and subsistence expenses. See par 0203 to determine the applicable maximum allowances.

q. Pet Transportation. Include the following statement on an order for travel to foreign locations and back to the U.S. A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

r. Fly America Act. Include the endorsement required by par. 020206-I and Table 2-3 when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel. Indicate "EVT transportation authorized for dependent under par. 040301 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the civilian employee. An ITA is used to authorize EVT transportation for a dependent traveling without the civilian employee.

t. If EVT transportation is authorized for a dependent traveling with a civilian employee, include the statement "EVT transportation authorized for the dependent under par. 040301-B1.", and include the dependent's name. An ITA is used to authorize EVT transportation for a dependent traveling without the civilian employee.

u. Include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. Travel-Requesting Official (Title and Signature) other than the Official Signing in Block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. Travel-Approving/Directing Official (Title and signature) other than the official signing in block 17.

Item 19. Accounting Citation. Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (Title and signature). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature. Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. Travel Authorization Number. Show the identifying number and/or symbol assigned by the issuing office.

c. Distribution. See par. B8.

2. Permanent Duty Travel

a. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and order for all official PCS/TCS travel by a civilian employee and family. DD Form 1614 must not be used for contractor's travel. A civilian employee's per diem generally stops on the date the civilian employee receives notice of a PCS to a location at which the civilian employee is on TDY. A DoD Component must carefully review the circumstances of the civilian employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the civilian employee that should be borne by the Gov't. See par. 5569. A civilian employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

b. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

Item 6. Retirement Code. Insert the civilian employee's applicable retirement code from Block 30 of civilian employee's most current SF-50. If unsure of the correct retirement code, the civilian employee should contact the servicing personnel office. See the OPM website for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence. Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination. Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that a civilian employee may have requested indicating the civilian employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the civilian employee's service agreement. The civilian employee is financially responsible for all excess cost.

Item 10. Travel Purpose (Other). When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House Hunting Trip, Round Trip Travel for House Hunting. Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses. This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel. The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the civilian employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per par. 5596.

Item 22. Accounting Citation. Show fiscal data IAW regulations of the DoD Component concerned. Please ensure that funds are obligated against the order. Transportation Account Codes (TAC): Army; Air Force; Navy and Marine Corps; and DoD personnel.

Item 23. Travel Approving/Directing Official (see App A). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant Forward Completed Claim to the Following Address. The losing/gaining activity, as appropriate, should provide the address to which the civilian employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations. In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

a. House hunting Trip. Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY. Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

c. 'Other Than Economy/Coach' Accommodations. Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-Class Air Accommodations. "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX)." See par. 020206-J, Table 2-4 and App H, or

(2) Business-Class Air Accommodations. "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX)." See par. 020206-J, Table 2-4 and App H.

Only an official, designated IAW par. 020206-K and Table 2-5, has authority for first-class or business accommodations authorization..

d. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that a civilian employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (pars 020203 and 020310-B). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

e. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC (par. 010204).

f. Indicate the issuing TMC's name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. POV Use Is Not to the Gov't's Advantage. Indicate when POV travel is not to the Gov't's advantage. When travel is by POV (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.

i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.

(1) 'Fly America' Act. Include the endorsement required by par. 020206-I and Table 2-3 when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(2) Pet Transportation. Include the following statement on an order for a civilian employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

j. Include notice that if an order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

3. Distribution. See par. B8.

4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.

APPENDIX P: CITY PAIR PROGRAM

A. Policy (DTR 4500.9-R, Part L. Ch 103, par. B2). Regulations applicable to the Contract City Pair Program are found in DTR 4500.9-R, Part I, Ch 103, par. B2. The following is an edited extract from that regulation.

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official Gov't travel. The contracts are awarded competitively based on the best overall value to the Gov't. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see Travel on Gov't Business and Air Travel/City Pairs.

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local TMC can provide information on what routes offer dual airfares.

3. A Gov't contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to use GSA city pair fares.

4. Reserved

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the Gov't; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-§5709.

b. 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 TMS upon booking is not a mandatory user 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.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the Gov't is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1-NOTE for the source of this note.

b. The contract carrier's flight schedule is inconsistent with explicit JTR policies to schedule travel during ordinary working hours. See pars. 020202 020203-B, 020206-I and Table 2-1,

c. A non-contract (DoD approved) U.S. flag carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Gov't, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Gov't and/or military traveler on official business and only may be purchased with a Gov't procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

b. If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

c. The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Gov't.

Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L. Ch 103, par. A2)

1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. If a contract city pair airfare is not available, the policy constructed airfare (see App A) (including a lower airfare offered by a non-contract carrier limited to Gov't and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. Gov't contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Gov't discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.

For civilian employees, see par. 020206-N for policy regarding Rail or Bus service use.

C. 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 Service 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 or Service 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.

D. <u>City Pair Program Policy FAQs</u>

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 Service 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 A) is available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip. 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 pars. 020202, 020203-B, 020206-I and Table 2-1.; 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 020206-M2 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. 020206-M2 for personal limitations and restrictions when using restricted airfares for official travel.

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the Travel Management Company (TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

E. 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. 020206-J.

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.

F. <u>City Pair Airline Airfare FAQs</u>

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.

G. 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 canceled 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. Civilian Employee: RAT (see par. 5950 and App I), FVT (par. 6600), EVT (pars. 040101, 040301-B1 and Table 4-1), FEML (pars. 040101, 040401-B and Table 4-1), and R&R (pars. 040101, 040501-B and Table 4-1). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. Service Member: COT (par. 5069), Emergency Leave (pars. 040101, 040201-B and Table 4-1), FEML (pars. 040401, 040401-B and Table 4-1), and R&R (pars. 040101, 040501-B and Table 4-1). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

H. GSA Points of Contact. See GSA Airfares (City Pair Program 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 R: CONFERENCES

A. General. A civilian employee and/or a Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at Gov't expense (including TDY expenses), subject to the availability of funds and the civilian employee's or Service member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §455 authorizes conference attendance expenditures for meetings concerned with the functions and activities of a Uniformed Service/DoD Component that contribute to improved conduct, supervision, or management of the Service's/DoD component's functions and activities and such expenses are authorized as necessary expenses. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in par. 4955, and par. E5 (below) unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at Gov't expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal Agency at which a Service member's or civilian employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals Gov't organizations, or of international agencies in which the Federal Government is officially participating, and the Service member's or civilian employee's attendance is related to official duties or for the purpose of transacting Gov't business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Service's/DoD Component's functions or activities and attendance is in the Service member's or civilian employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations may be authorized.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Service/DoD Component regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses IAW the Joint Ethics Regulation (JER), DoD 5500.7-R.

3. Purpose. A Service member and/or a civilian employee may attend conferences at Gov't expense to:

a. Further Service/DoD Component programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A Service member or civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Conference Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Conference registration fees authorized in the travel order or approved on a travel

claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the conference registration fee (see par. 030201-B). Information should be included on the travel order as to whether or not the conference registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the conference registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Service/DoD Component. The cost of each meal, whether included in a conference registration fee or contracted for separately, at a Service/DoD Component sponsored conference/meeting must be identified. The total amount paid by the Gov't for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary concerned or DoD Component Head may pay membership fees or dues from appropriated funds when the membership is in the Gov't's interest and the membership is in the Service's/DoD Component's name (e.g., Defense Travel Management Office). See 31 Comp. Gen. 398 (1952); 33 id. 126 (1953).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference Registration Fee (FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" conference registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given verbal or written order to register early, charge the conference registration fee to the GTCC IBA, and claim reimbursement for the discounted conference registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is verbal, the written order must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees

(e.g., Gov't purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted conference registration fee was paid and reimbursed in advance of the event, the traveler must seek a conference registration fee refund and repay the advance with any refund received. If no refund is made, the Service/DoD Component concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service/DoD Component concerned or for a reason beyond the traveler's control that is acceptable to the Service/DoD Component concerned, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service/DoD Component concerned, the traveler must repay the amount advanced.

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. See the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

J. Conference Planning Policy (FTR Part 301-74). See GSA Guidance for Conference Planning and Attendance.

APPENDIX S: AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

1. Service member and each command-sponsored dependent; and

2. Civilian employee and each dependent.

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

C. Authorized Period. A location shown is authorized until removed from the list (regardless of the recertification date shown next to the destination). See par. 040401-A and Table 4-10.

D. Location Designation/Recertification

1. Designating Authorities. The following are designating authorities for FEML locations/destinations:

a. DoD Services: DASD (MPP) IAW DoDI 1327.06;

b. NOAA: Director, NOAA Corps;

c. PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and

d. U.S. Coast Guard: Commandant (CG-13), U.S. Coast Guard.

2. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through Combatant Command channels to DASD (MPP) IAW DoDI 1327.06.

E. Immediate Changes. For changes made to the list, but not in print, see: http://www.defensetravel.dod.mil/site/changesjtr.cfm.

F. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Benin, Cotonou (PHS Service members; eff 20 Dec 2012)	USPHS	Baltimore	31 Jan 2015

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burkina Faso, Ouagadougou	AFRICOM	Frankfurt	3 June 2016
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Shanghai (eff. 8 Jul 2011)	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG Service members only)	USCG	Miami	31 Jan 2018
Curacao (USCG Service members only; eff 15 Sep 2015)	USCG	Miami	15 Sep 2017
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule[1]	EUCOM	Baltimore	09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba (eff 8 Jul 2011)	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
	USPHS		31 Mar 2017
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq (eff 2 May 2011)	CENTCOM	Baltimore	1 May 2013
Island of Mauritius (eff 25 Aug 2016)	AFRICOM	Frankfurt	24 Aug 2018
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
	USPHS		17 Apr 2015
Kosovo, Pristina (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Lesotho, Maseru (PHS only, eff 26 Nov 2013)	USPHS	Baltimore	31 Jan 2015
Liberia, Monrovia (eff 12 Sep 2008)	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje (Republic of Yugoslavia)	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malawi, Lilongwe (eff 25 Aug 2016)	AFRICOM	Frankfurt	24 Aug 2018
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Malta, Valletta (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (eff 22 Jul 2011)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (eff 18 Apr 2011)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
South Sudan, Juba	AFRICOM	Frankfurt	3 June 2016

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Spain, Albacete (eff 11 Apr 2012) For Personnel Assigned to Los Llanos Air Base	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (eff 18 April 2011)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Thailand, JUSMAGTHAI (eff 21 Jan 2009)			
Bangkok	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (eff 20 June 2012)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
	USPHS		10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014

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

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

APPENDIX T: STANDARD DATA ELEMENTS FOR TRAVEL

Table 1: Traveler Identification		
Group Name	Data Elements	Description
Travel Order	Order Number	Assigned by the appropriate office.
Traveler Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Traveler Identification	Traveler Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the traveler.
Travel Purpose Identifier	Mission (Operational)	
	Training	
	Conference (Other than Training)	
	Relocation	Same as change of official station.
	Special Agency Mission Travel	
	Emergency Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within CONUS (48 states and DC).
	OCONUS/Domestic	Travel outside CONUS (in HI, AK, and/or U.S. territories and possessions).
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
Official Station	City, State, Zip	The location at which the traveler regularly performs duties or an invitational traveler's home or regular place of business. If the traveler's work involves recurring travel or varies on a recurring basis, the location at which the traveler's position of record work activities is based is considered the traveler's official station.
Residence	City, State, Zip	The geographical location at which traveler resides, if different from official station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

Table 2: Commercial Transportation Information		
Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	GTCC Central Billed Account	GTCC Individually Billed Account
	GTCC Individually Billed Account	A contractor GTCC individually billed account.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GTCC number).
Transportation Method Indicator	Air (other than economy/coach class)	Common carrier used as transportation to TDY location.
	Air (Economy/Coach Class)	
	Non-contract Air, Train, Other	
Transportation in Performance of TDY or While at the TDY Location	POV, Car rental, Taxi, Other	Identifies transportation used while in the performance of TDY or while at the TDY location.

Table 3: Travel Expense Information		
Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JTR.
Transportation Method Cost	Air (other than economy/coach class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (economy/coach class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location	POV Distance	Total number of miles driven in POV.
	POV mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
	Car rental, Taxis, Other	
Constructed Cost	Constructed cost	The difference between the amount authorized to spend and the amount claimed.

Table 3: Travel Expense Information		
Group name	Data elements	Description
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

Table 4: Accounting & Certification		
Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

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 pars. 020501, 020505 and Table 2-25 for UB regulations.

E. Weight Allowance Determination. Net weight is used to determine the weight allowances in this Appendix. See par. 5204 (Service Members) and 5650 (Civilian 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 Civilian Employees. DoDEA civilian 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 Service 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	Service Members (USCG). An incoming/departing Service 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	Service Members (USA and USMC). USA tours limited to 25% of the HHG weight allowance[2]. USMC see [3]. 1. USA. USA Service members limited to 25% of the HHG weight allowance.[2a-2d] 2. USMC [3] Civilian Employees (USA). USA civilian employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]
Bahrain	Service Members 1. USCG. An unaccompanied (dependent restricted) incoming/departing Service 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.

Location	Administrative Weight Limitation
	2. USMC [3] a. Accompanied Tour Service Members [5] b. Unaccompanied Tour Service Members. HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	Service Members (USN and USMC). Unaccompanied tour Service members limited to 600 lbs. of UB.[3]
Greece, Souda Bay	Service Members (USN) 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	(USA) Effective 26 May 2017 1. Accompanied Tour. USA Service members or USA civilian employees on an accompanied tour are authorized to transport 50% of their full JTR HHG weight allowance. The weight of the UB HHG shipment counts against the administrative weight restriction. 2. Unaccompanied Tour. USA Service members and civilian employees on an unaccompanied tour are authorized to transport 25% of their full HHG weight allowance. The weight of the UB HHG shipment counts against the administrative weight restriction.
Japan, Camp Zama	(USA) Effective 26 May 2017 1. Accompanied Tour a. USA Service members or civilian employees on an accompanied tour are authorized to transport 50% of their full JTR HHG weight allowance. The weight of the UB HHG shipment counts against the administrative weight restriction. b. An O6 (and above) or E9 assigned to Camp Zama is authorized to transport 75% of their full HHG weight allowance. The weight of the UB HHG shipment counts against the administrative weight restriction. 2. Unaccompanied Tour. USA Service members and civilian employees on an unaccompanied tour are authorized to transport 25% of their full HHG weight allowance. The weight of the UB HHG shipment counts against the administrative weight restriction.
Japan, CATC Fuji	Service Members (USMC). Unaccompanied tour Service members are authorized 600 lbs. of UB.[3]
Japan, MCAS Iwakuni	Service Members (USMC and USN) 1. USMC

Location	Administrative Weight Limitation
	a. Accompanied Tour. Accompanied tour Service 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. Unaccompanied Tour. Unaccompanied tour Service members: (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. USN. USN Service members assigned to USMC commands will follow the USMC policy. USN Service members assigned to a USMC command [3].
Japan, Okinawa	Service Members (USMC and USN) 1. USMC a. Accompanied Tour [5] (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) Service Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned. b. Unaccompanied Tour (1) Unaccompanied tour Service 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. USN. Accompanied and unaccompanied USN Service members assigned to: a. Non-USMC commands are authorized the full HHG weight allowance. b. USMC commands will follow USMC policy. 3, 5 Contact Personnel Support Detachment, Okinawa for more information.
Japan, Torii Station	Service Members (USA). USA unaccompanied tour Service members limited to 25% of the HHG weight allowance.[2d] Civilian Employees (USA). USA unaccompanied tour civilian employees, assigned to furnished Gov't Qtrs, limited to 4,500 lbs. (25% of the HHG weight allowance).[2e]
Korea	Service Members (USA)

Location	Administrative Weight Limitation
(Except Chinhae, Osan & Detachment 452 Wonju)	1. Accompanied Tour. Limited to 50% of the HHG weight allowance.[2a, 2c] 2. Unaccompanied Tour. Limited to 25% of the HHG weight allowance.[2a, 2d]
Korea, Mujuk	Service Members (USA/USMC). Unaccompanied tour Service members (dependent restricted) limited to 600 lbs. of UB.
Kuwait	Service Members 1. All Services. Unaccompanied tour Service members limited to 1,000 lbs. of HHG. 2. USA. Accompanied tour Service members.[5] 3. USAF. Accompanied tour Service members.[5] 4. USMC. Unaccompanied personnel [3]; accompanied personnel. [5] 5. USN a. Accompanied tour Service members [6] b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490. Civilian Employees. HHG limited to 350 lbs. unless specified in the travel order.
Poland, Redzikowo	Service Members (USN). Service members serving a: 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. Civilian Employees (USN). Civilian employees serving a: 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	Service 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.[1] Civilian Employees (USAF). Civilian employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). [1]
Qatar, Doha	Service Members 1. All Services (except USAF) Assigned to Al-Udeid AB a. PCS. A Service member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size. b. TDY. A Service member, on a long-term 365 day TDY deployment, is not authorized an UB shipment.. 2. USAF Assigned to AL-Udeid AB.[5]
Romania, Devesulu	Service Members (USN). Unaccompanied tour Service members on tours of 12

Location	Administrative Weight Limitation
	months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage. Civilian Employees (USN). Unaccompanied tour civilian 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.
Thailand	Service Members (USA) 1. USA Service members assigned to the following units are authorized full HHG weight allowance. USA Service members NOT assigned to the below units are limited to 25% of the HHG weight allowance: 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). Civilian Employees (USA). USA civilian employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]
Turkey, Incirlik AB	All inbound personnel: 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	Service Members (USA). USA Service members limited to 25% of the HHG weight allowance.[2a-2d] Civilian Employees (USA). USA civilian employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	Service Members (USMC). USMC Service members: 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.

[1] USAF. An unaccompanied USAF Service 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 Service 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 Service Members. Limited to 25% of the HHG weight allowance or

2,500 lbs., whichever is greater.

c. Accompanied Tour Service 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 Service Members. UB HHG transportation is part of the administrative weight allowance.

(1) Unaccompanied tour Service 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 Service member is authorized a UB shipment of 800 lbs.

(2) Unaccompanied tour Service 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. Civilian 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 Service members assigned to a USMC command (based on an agreement between HHG NAVSUP and USMC I&L):

a. Unaccompanied USMC Service 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 Service 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 Service 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 Service 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.

APPENDIX X: RESOURCES

A. Programs and Pilots

1. DoD Integrated Lodging Program Pilot (ILPP). Effective for all orders or authorizations issued on or after 15 June 2015 or the date the ILPP begins at a site. Pilot sites and their start dates.

a. Authority. FY 2015 NDAA, Sec. 914, allows DoD to conduct a Government lodging program pilot until 31 December 2019. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security. This Government lodging program allows DoD to direct both Service members and civilian employees to the use TDY lodging in the following priority order:

(1) Government Quarters (See Appendix A1).

(2) Privatized Lodging, e.g., Privatized Army Lodging (PAL).

(3) DoD Preferred Commercial Lodging.

b. Eligibility. Includes DoD travelers on TDY with an overnight stay at one of the selected ILPP sites. This pilot does not apply to USCG, PHS, or NOAA personnel.

c. Scope. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives. DTMO negotiates lodging terms, rates, conditions, and amenities such as free parking or Internet to best leverage purchasing power. The initial phase of the pilot focuses on short-duration or transient lodging (for less than 30 nights). Other phases may focus on other lodging areas such as longer duration or extended-stay lodging (30 or more nights). Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

d. Policy Requirements. Travelers on TDY to an ILPP site must use approved DoD Preferred lodging accommodations when Government Quarters or PPV lodging are not available. The DTMO website lists approved properties (see the ILPP Approved Vendor List. A traveler must book preferred commercial lodging through DTS or the contracted TMC.

(1) Service Members Only. The AO may direct Service members TDY to a U.S. installation at one of the selected ILPP sites to use available Government dining facilities when lodging is available in a facility located on that installation and it is participating in the Government Lodging Program. On days when one or more meals are available and directed, the AO will compute the M&IE portion of per diem at the proportional or government meal rate, as appropriate. A Government dining facility is not available on travel days or when the AO determines:

(a) The use of the Government dining facility will adversely affect mission performance.

(b) There is excessive distance between the Government dining facility and places of duty or lodging and using the Government dining facility would cause additional local transportation expenses.

(c) Duty hours and Government dining-facility operating hours are not compatible.

e. Government Quarters Use

(1) Civilian employees TDY to a U.S. installation not nearby at one of the ILPP sites must use adequate, based on DoD and Service standards, Government Quarters when available. If adequate Government Quarters are available and the civilian employee chooses to use other lodging

reimbursement is limited to the cost of the Government Quarters. Government Quarters are considered not available when:

(a) The TDY is at other than a U.S. installation.

(b) The AO determines that Government Quarters use would adversely affect mission performance. An SES may personally determine Government Quarters availability.

(c) A civilian employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status.

d. The TDY is to a Joint Base and the Government Quarters are located on a part of the Joint Base that is geographically separated, in other words do not share a common perimeter, from the duty location.

e. Reservations cannot be booked in DTS.

(2) Service Members Only. The rules in par. 020303-C, "Use of Government Quarters," apply to Service members.

f. Exceptions. The AO may authorize or approve an exception to the required use of a Government lodging program property at an ILPP site when:

(1) Lodging is not available at the approved lodging accommodations. See subpar. 2 below for non-availability documentation.

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

(3) The use of a Government lodging program property at an ILPP site facility adversely affects mission performance.

(4) The traveler can obtain a room rate lower than the ILPP maximum rate.

(5) The traveler has a documented disability or special need.

g. Non-Availability Documentation. The traveler must document that Government Quarters are not available by one of the following:

(1) A non-availability confirmation number provided by the Service's lodging registration process.

(2) The date the traveler attempted to make reservations, along with the phone number and name of the billeting office point of contact.

(3) The civilian employee's certification that Government Quarters were not available on arrival.

h. Lodging Reimbursement for Travelers Who Elect Not to Use the ILPP. When an ILPP is available but not used by the traveler, lodging cost reimbursement is limited to the amount the Government would have paid if arrangements had been made directly through the TMC or DTS. The traveler must be reimbursed actual lodging costs no greater than the rate the Government would have paid, in other words the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging. The traveler is financially responsible for all other costs associated with other than ILPP site use.

i. TMC Transaction Fees. When the traveler does not use DTS or an available TMC, the transaction fee for personally procured lodging is not reimbursable. When a TMC is not available, the transaction fee incurred for arranging lodging is a reimbursable expense.

j. Selected ILPP Sites, Rates and Start Dates. Sites include metropolitan areas. The DTMO website contains ILP Pilot Sites, ILPP Rates, and ILPP Start Dates.

2. 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 Government services simple, effective, and efficient. Recommendations included implementing 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 these users need additional oversight.

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 as provided for in the JTR.

(2) Transportation expenses are reimbursed as provided for in the 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.

e. Mileage Computation. The Department of Defense (DoD) Travel Modernization Pilot Program is exempt from using the DTOD and will use commercially available mileage software for computing mileage payments for TDY under the program.

3. Lodging Programs

a. General. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Fed Rooms Lodging Program provide adequate quality lodging at or below per diem and at properties often close to TDY location worksites. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all official travelers. 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.

b. The following Lodging programs are not Government (DoD) Quarters:

(1) Army Lodging Success Program.

(2) Navy Elite Lodging Program.

(3) GSA's Fed Rooms Lodging Program.

(4) Government-contracted lodging not located on the traveler's assigned installation.

c. Government-Contract Lodging (Service Members Only). The Secretary concerned may direct the use of Government contract lodging, at or near the U.S. installation or reservation, specifically contracted for a Service member assigned TDY to a contingency operation for 181 or more days at one location. An AO should consider transportation between the lodging and work site when arranging Government-contract

lodging. Directing the use of Government-contract lodging off the U.S. installation does not permit directing the use of the GMR.

B. Miscellaneous

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

Order Type and JTR References	HHG Authorized Locations and Weight Allowance Footnotes
TDY order, a temporary to permanent duty order, or a combination thereof (par. 020501).	1, 2, 3, 4, 5, 6, 7, 8
An RC member called or ordered to active duty for initial active duty for training for less than 6 months at 1 duty station.	8, 10, 12, 16, 17
An RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at 1 duty station.	
An RC member called or ordered to active duty for training for 20 or more weeks with fewer than 20 weeks at any one location (par. 5282).	
A PCS with TDY or deployment en route (pars. 020501 and 5242)	1, 2, 4, 5, 6, 9
A TDY without being directed to return to the PDS or TDY pending further assignment (pars. 020501, 020502, 020503, and 020504).	5, 6, 9, 17
An ITDY from a PDS (pars. 031201 and 020504).	1, 4, 5, 9, 17, 20
From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS for 1 year or more (pars. 020501 and 020504).	4 (“ship home port”), 5, 9, 17
From a PDS to a TDY location pending an assignment OCONUS or an assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. 020501 and 020504).	4, 5, 9, 17, 20
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is not specified as unusually arduous (par. 4560-B).	4 (“ship home port”), 5, 9
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is specified as unusually arduous (par. 020501).	5, 9, 20
TDY or deployment of 90 or more days or an indefinite period when no PCS is involved (pars. 020502 and 020503).	5 (“special storage”), 9
TDY or deployment of an RC member called or ordered to active duty under unusual or emergency circumstances or service exigencies for other than training (pars. 020502 and 020503).	5 (“special storage”), 9
Relief from active duty for an RC member called or ordered to initial active duty for training for less than 6 months.	6 (“no longer than 30 days”), 8, 11, 13, 15, 19
Relief from active duty for an RC member called or ordered to active duty for training for 20 or more weeks but less than 20 weeks at any one location.	
Relief from active duty for an RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at one duty station (par. 5320-E).	
Recalled to active duty for TDY after separation from the service or relief from active duty (par. 5320-K)	5 (Continued storage only if the Service member qualifies for special storage under pars. 020502 and 020503.), 8 (Authorized locations depending on the TDY order. Upon separation following recall, see par. 5320, for authorized places.)

Footnotes	HHG Authorized Locations and Weight Allowance
1	From PDS To TDY
2	From TDY To TDY
3	From Last TDY To Old PDS
4	From Last TDY To New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (see par. 020501)
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 or ordered to Active Duty for Training
15	To PLEAD or to place from which called or ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Government Expense
20	Any Point in CONUS Selected by Service Member

2. Sample Excess Cost Agreement. The following is a sample excess cost agreement required in par. 033202.

DoD Component LetterheadDate

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 or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

_____

Employee's Signature Date

3. Invitational Travel for a Government Contractor or Contractor Employee

a. Travel of Government Contractor or Contractor Employee. This Part directs Government contractors and contractor's employees to other resources for travel and transportation information. The provisions in the JTR do not apply to Government contractors or their employees. The rules in the Federal Acquisition Regulations (FAR) §31.205-46 govern government contractor and contractor employee travel costs. For these reasons, a contractor is not eligible for an Invitational Travel Authorization (ITA) in the execution of a contract. See DoDI 3020.41 for information regarding contractors.

b. Government's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government's travel and transportation programs listed below to a contractor working on the Government's behalf. A contractor's employee must contact the contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government's travel and transportation programs for official travel. A Government Contractor Official

Travel Letter of Identification signed by the authorizing Government's contracting officer may encourage a vendor to extend rates reserved for Government employees to the contractor and its employees.

(1) Contract City Pair Air Passenger Transportation Program and Other Government Fares. GSA's contracts with the airlines and the Defense Transportation Regulation, DTR 4500.9-R, Part I, Chapter 103, governs the use of City Pair Program fares. The airlines' fare structures and rules govern the use of other airfares reserved for Government employees on official business. A Government contractor is not eligible to participate in the GSA City Pair Program for air transportation services.

(2) Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

(3) Lodging Programs. GSA (i.e., FedRooms) and the Services' lodging programs may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

(4) Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor's discretion.

C. Government Contractor Letter of Authorization and Identification. See DoDI 3020.41 for information regarding contractors.

4. Sample Format Invitational Travel Authorization (ITA). The following sample may be used as a guide for all DoD Services to prepare an ITA. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____ for approximately _____ days, and to return to the departure point.

A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication, are insufficient to accomplish travel objectives. The JTR is available on the Defense Travel Management Office website.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus ☐ See below for travel by POV.

☐ The authorizing or order-issuing official has arranged transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date.

Note: Please guard transportation tickets carefully. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. All unused tickets must be turned into the Travel Management Company (TMC).

☐ To arrange transportation call: (___)_____

When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Reimbursement for transportation is limited to the least expensive coach or economy air accommodations, unless otherwise permitted in par. 0202. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel. The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used.

☐ You are authorized to travel by POV since it is to the Government's advantage. You will be reimbursed using the mileage rates as listed at https://www.defensetravel.dod.mil/site/otherratesMile.cfm. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are authorized for reimbursement, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by POV on a constructed basis. You would ordinarily be authorized to travel by airplane, train, or bus. Reimbursement is limited to the constructed cost of the ordinarily authorized transportation type including per diem.

☐ You will receive per diem to cover your expenses for lodging, meals, and incidental expenses. If you are lodged in a CONUS or non-foreign area OCONUS a lodging tax is a reimbursable expense. If you are lodged in a foreign area OCONUS, the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The current rates are at http://www.defensetravel.dod.mil/site/perdiem.cfm. See par. 0203 for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	M&IE Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidental expenses (M&IE). You must itemize your lodging expenses. M&IE is paid at the locality per diem rate without itemization.

☐ You are to be paid an AEA for lodging and M&IE. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required. See par. 020307 for applicable rules.

AEA Authorized:

Locality	Maximum AEA Allowance	Amount allowed for M&IE if M&IE authorized on a per diem basis.

Note: Ticket stubs or itinerary copies are required to substantiate your transportation cost. DoDFMR, Vol. 9, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest and is chargeable to: _____