

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 NOVEMBER 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 092-17(E) – Travel Time, Cost Comparison and Computation Examples when POV Travel is to the Government’s Advantage or not to the Government’s Advantage. Provides examples of the authorized travel time for per diem purposes when a personally owned vehicle is used for TDY transportation when to the Government’s advantage or not to the Government’s advantage. Affects par. 020210-F and Table 2-11.

MAP/CAP 101-17(E) – Appendix W (Izmir and Eskan Village). Adds Izmir, Turkey and Eskan Village, Saudi Arabia to App W. After the mandatory departure of dependents from Turkey, last spring, Izmir became an unaccompanied dependent restricted tour. There is no on-base housing, all personnel live on the economy, and all military Services are furnished duration of tour furniture kits. Saudi Arabia is added as a weight restricted location as the Government provides all quarters and furniture.

CAP 106-17(E) – UB Sent to POE. Deletes subpar. 5656-B4a(3) as this information was originally intended for employees and dependents traveling overseas by other than air (presumably ship) with UB sent by air from the old PDS to the port of entry to arrive when the employee and dependents arrived so the UB could be put on the ship and accompany them. This is outdated since travelers almost never travel by ship.

MAP 111-17(E) – Student Residence ICW FSH. Adds the information in 37 USC 476(m) that the residence of a student is the member’s PDS or the location of the other dependents if the member is serving an unaccompanied tour. 37 USC 476(m) states that the residence of a dependent, who is a student not living with the member while in school, is the member’s PDS or designated place of the other dependents. That member must not receive BAH for that student and FSH-O for the other dependents. Affects par. 10414-D3.

MAP/CAP 114-17(E) – Remove Appendix R from the Joint Travel Regulations (JTR). Adds language to pars. 030201, 0321, 032101, and 032102 concerning conference attendance and eliminates Appendix R.

MAP/CAP 123-17(I) – Reinsert Omitted Language. Reinserts language regarding flat-rate per diem that was inadvertently omitted during the rewrite. Affects par. 020311.

MAP 124-17(I) – Reinsert Omitted Language. Reinserts language regarding Reserve Component members on active duty with pay who do not commute. Language was inadvertently omitted during the rewrite. Affects par. 030302-B2b.

MAP/CAP 125-17(I) – Remove Appendix P – City Pair Program. Removes Appendix P from the JTR and moves the computation example for non-use of a City Pair airfare to the DTMO website. There is no change in authority with this revision. Affects par. 020206-M, Table 2-7, and Appendix A.

MAP/CAP 126-17(I) – Attendant or Escort Premium Class Travel. Corrects reference for the location of premium class travel for an attendant or escort in par. 020206.K.

MAP 128-17(I) – Update Army Evacuation Accounting Codes in Table 6-8. Updates the Army Evacuation Accounting Codes in Table 6-8.

MAP/CAP 129-17(I) -- Remove Appendix F – Consumable Goods Allowances. Removes Appendix F from the JTR. The information contained in Appendix F will be moved to the DTMO website at <https://www.defensetravel.dod.mil/Docs/AP-CG-01.pdf>. Affects pars. 5274-A1, 5274-A4, 5274-B, 5314, 5694-A1, 5694-A4, 5694-A6, 5694-B and Appendix A.

MAP/CAP 130-17(I) – Remove Appendix H– Travel Purpose Identifiers and Transportation Decision Support Tools. Removes Appendix H and moves the information to the DTMO website at <https://www.defensetravel.dod.mil/Docs/AP-PCT-01.pdf> (for Premium Class Travel) and <https://www.defensetravel.dod.mil/Docs/AP-RAF-01.pdf> (for Restricted Airfares). Affects pars. 020206-J and 020206-M.

MAP 132-17(I) – Move Appendix N (MIHA) to the DTMO Website. Moves the information in Appendix N of the Joint Travel Regulations to the DTMO Website and removes Appendix N. Affects pars. 10020-A1, 10022-B, and 10026.

MAP/CAP 133-17(E) – AEA up to 300% for TDY over 30 Days to Presidential Declared Disaster or Pandemic Area. Allows an exemption from the reduced flat rate per diem for travelers TDY to a presidentially declared disaster or pandemic area. This change allows these travelers to be authorized the actual expense allowance (AEA) of up to 300% even though the TDY is at one location for 31 days or more. Affects Table 2-19 and Table 2-21.

MAP/CAP 136-17(I) – Clarify Approval Authority. Clarifies the approval authority for premium class travel and inserts language inadvertently omitted in the rewrite and incorporates portions of Appendix H. Affects pars. 020206-J1, Table 2-4, 020206-K, 020206-N, and Appendix A.

MAP/CAP 139-17(I) – Change Student Dependent to Dependent Student . Changes the term “student dependent” to “dependent student”. Affects pars. 030804-A, 5069-D6, 5598-B, and 10414-D3.

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. See [current per diem rates](#). 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 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. Rest stops may not exceed 24 hours (*effective 28 July 2017*). 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	
<ul style="list-style-type: none"> ● 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 required to travel 	<ul style="list-style-type: none"> ● When the traveler is authorized first or business class travel. ● When the traveler is provided a rest stop en route instead.

Table 2-1. En route and TDY Point Rest Stops	
Is Authorized...	Is Not Authorized...
overnight (2400-0600) and the transportation mode does not provide adequate sleeping accommodations. <i>(effective 28 July 2017)</i> <ul style="list-style-type: none"> When the scheduled flight exceeds 14 hours and travel is to or from a location OCONUS unless the traveler is required to travel overnight. <i>(effective 28 July 2017)</i> 	
Rest Stops En Route	
<ul style="list-style-type: none"> To allow the traveler to start at, near, or after 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. 	<ul style="list-style-type: none"> For official travel for a permanent change of 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.

- Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.
- 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 §301-10.181](#)).

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: <ul style="list-style-type: none"> ● 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	a non-U.S. flag air carrier may be used.*

Table 2-3. Rules for U.S. Flag Carriers	
If...	Then...
cannot provided needed air transportation or cannot accomplish the mission,	
a non-U.S. Government source pays for transportation directly, or later reimburses by: <ul style="list-style-type: none"> ● A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits), ● An international agency, ● Another organization, 	a non-U.S flag air carrier may be used.*
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	a foreign flag ship may not be authorized or

Table 2-3. Rules for U.S. Flag Carriers	
If...	Then...
inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons	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 **from the appropriate authority within 7 days after travel is completed.** 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. **Refer to the [DTMO website](#) for decision support tools regarding premium class travel.**

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.
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 unrestricted economy or coach (effective 1 May 2017),	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
the AO determines the added cost of Economy Plus, Coach Elite Seating, or additional fee seating is in the Government's interest,	the additional cost for seating in economy or coach class may be authorized or approved.
the AO determines the added cost of economy plus or coach elite airfare seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	the AO may authorize or approve the traveler to use economy plus or coach elite airfare seating. The AO may also authorize or approve economy plus or coach elite airfare for an attendant required to accompany the traveler en route (see par. 020206-K). Only the authorities listed in Table 2-5 may authorize or approve other than coach or economy class seating for any transportation mode.
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: <ul style="list-style-type: none"> ● 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,	

Table 2-4. Travelers Changing Class of Service	
If...	Then...
the following personnel are required for the mission: <ul style="list-style-type: none"> ● 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 source. Refer to DoD 5500.7-R and Service issuances.
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,	
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 reserving economy plus, coach elite seating, or bulkhead seating that provide extra leg room or purchase two coach seats before recommending premium class travel. Only the authorities listed in Table 2-5 may authorize or approve premium class travel. If the traveler requires an attendant or escort, see Table 2-4, for criteria to authorize or approve premium-class accommodations 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 Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary may delegate to Under 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
<ul style="list-style-type: none"> ● Emergency leave ● R&R ● FEML ● Emergency visitation travel 	<ul style="list-style-type: none"> ● Personnel evacuations ● Family visitation travel 	<ul style="list-style-type: none"> ● 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. For details see the GSA [City Pair Program](#), the [Defense Travel Regulation \(DTR\) 4500.9-R, Part 1](#), the [Federal Travel Regulation \(FTR\) §301-10](#), and [computation examples](#). 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. Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a -CA fare is available. A traveler who elects to use a YCA airfare when a -CA airfare is available, in order to use points or miles, is financially responsible to the Government for the cost difference between the YCA airfare and the -CA airfare. CBCA 1511-TRAV, 7 May 2009.

c. When a [City Pair Program](#) fare is *not* available, the lowest-cost economy or coach unrestricted fare should be used.

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 [on the DTMO website](#), 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 specific airport when the command or installation has a written policy that requires using it because it is

Table 2-7. Transportation Allowances for Commercial Air Travel	
If...	Then...
	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. **Only the authorities in Table 2-5 may authorize or approve other than coach or economy class accommodations** 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.

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.

Table 2-8. Rental Vehicle Expenses	
If...	Then...
	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 pay a toll is not reimbursable.
the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
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 (see [mileage rates](#)). 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](#)).

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.

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	reimbursement is limited to the constructed cost of the authorized transportation type.

automobile),	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 mileage is 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 ticket cost plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. 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, the AO determines that a rental car is more economical, but the traveler uses a POV,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
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 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

Table 2-11. Cost Comparison Rules for Using a POV	
If...	Then...
	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: <ul style="list-style-type: none"> • 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.

If...	Then...
a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20% 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 (see [current per diem rates](#)). 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. See [computation example 1](#) and [computation example 2](#).

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](#) 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% 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	the Service member is limited to the reimbursement cost of Government quarters on

Table 2-14. Government Quarters Use	
If...	Then...
assigned TDY, but the Service member chooses to use other lodging,	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 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).
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: <ul style="list-style-type: none"> ● Parking fees. ● Utility connection, use, and disconnection fees. ● Electricity, gas, water, sewage, bath, and shower fees. ● Dumping fees.

Table 2-15. Lodging Reimbursement Rules	
If...	Then...
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 (see [computation example](#)). 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 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. See computation example .
the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
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 approve (<i>effective 1 May 2017</i>) dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> 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 or approve (<i>effective 1 May 2017</i>) 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

If...	Then...
	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 OCONUS area.	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.

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: <ul style="list-style-type: none"> ● 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)	<ul style="list-style-type: none"> ● 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

Table 2-17. Types of Meal Rates	
Type of Rate	Application
	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. See [computation example](#).

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.	<i>Effective 1 May 2017</i> Government meals consumed in a Government dining facility.
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 are included in the lodging cost under an agreement between the Government and the lodging establishment.	A no-cost complimentary meal provided by a 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 <i>not</i> 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.

Effective 1 May 2017

4. An organization may not treat TDY members as permanent party by providing Government meals in a dining facility at no charge. A TDY member pays for meals in the Government dining facility except in the following circumstances: Essential Unit Mess, field duty, sea duty, members traveling together with no reimbursement or Joint Task Force Operations. See DoD FMR, Vol 7A, Ch 25.

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 Web site](#).

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% of the locality per diem rate (rounded to the next higher dollar). See [computation example](#).

B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for lodging and M&IE exceeds the maximum locality AEA per diem rate, then decrease the

M&IE AEA rate to the descending dollar and add the extra cents to the AEA lodging amount. 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. See [computation example](#).

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: <ul style="list-style-type: none"> ● A missile launch, ● A summit meeting, ● A sports competition, ● The World's Fair, ● A convention, ● A national or natural disaster, including its aftermath, 	
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, except when the TDY is to a presidentially declared disaster or pandemic area.

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%. 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% 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% 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.

3. See [computation example 1](#) and [computation example 2](#).

4. Reimbursement for Incidental Expenses may not exceed the Incidental Expense rates in par. 020304-F.

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 on the [DTMO website](#). 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% 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 <i>not</i> authorized.
more than 12 hours but less than 24 hours and <i>no</i> lodging is required,	Not applicable.	the highest locality rate for each day.	75% 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 <i>is</i> required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
24 hours or more and <i>no</i> lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	<ul style="list-style-type: none"> 75% of the locality M&IE rate for the day of departure from the PDS. 100% 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.	<ul style="list-style-type: none"> 100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.
24 hours or more and lodging <i>is</i> required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	<ul style="list-style-type: none"> Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. 100% of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,		100% of the applicable M&IE rate for the day of departure from the TDY location. 75% 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% 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. See [computation example](#).

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% 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% 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% 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

Effective 1 May 2017

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. **The lodging portion of flat-rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging.** The reduced flat rate applies to the day of arrival through the day prior to departure. This applies to both lodging and M&IE. However, if the traveler departs from the PDS and arrives at the TDY location on the same day the 75% will apply to the M&IE. This rate may not be further reduced. The provisions of par. 020303-G do not apply under flat-rate per diem because they are 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 may be required to be shown to the AO. Documents that are not receipts, (e.g., a signed lease, GTCC statements, or canceled checks) can substitute as proof of lodging costs. 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. Lodging receipts are required when reimbursing lodging taxes separately. See [computation example 1](#) and [computation example 2](#).

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% 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% 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.
The above rules apply unless...	Then...
the traveler cannot occupy long-term lodging on the day of arrival at the TDY location,	the actual cost of lodging not to exceed the lodging portion of the locality per diem rate, applies on the day of arrival at the TDY location. A lodging receipt is required.
neither the traveler nor the TMC can find suitable lodging within the reduced rate,	the AO may authorize, in advance, the actual cost of lodging 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	
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, in advance, or approve payment of actual expenses after travel is performed for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**
TDY is to a presidentially declared disaster or pandemic area,	the AO may authorize in advance or approve the locality per diem rate or AEA up to 300%, see par. 020307-C.

*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, in advance, 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.pdtat-ac-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.

If...	Then...
crossing the IDL while traveling from West to East,	the traveler gains one day of per diem. See computation example 1 and computation example 2 .
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. 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.

1. A Service member TDY aboard a ship is provided meals with or without charge, and is ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.
2. 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.
3. 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.

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.

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% 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% 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

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
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.
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 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	Weight Allowance
Includes an RC member and an Army or Air Force officer holding a temporary commission	
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 (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) 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.
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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 (see [computation example 1](#), [computation example 2](#), and [computation example 3](#)). 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. See [computation example 1](#) and [computation example 2](#).

(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.

Note: See [computation example 1](#) and [computation example 2](#).

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	For a Service member who travels or has a TDY within the PDS limits. For a civilian employee who travels or has a TDY

Table 2-27. Per Diem within the Local Area	
Per Diem is Authorized...	Per Diem is Unauthorized...
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).	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 **required in the performance of official duties.**
- b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating **when it is related to official duties or for the purpose of transacting Government business.**
- c. Conferences of a group of individuals representing private interests, but convened for **the purpose of transacting business directly related to the Services or the DoD Component function or activity and attendance is in the Service member or civilian employee's official performance.**

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, **or** 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. **A** Service member **or** civilian employee who attends 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 voucher are reimbursable. The travel authorization should state:

a. Whether 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. When the Service or DoD Component sponsors a conference, meal costs must be identified, whether included in a conference registration fee or contracted for separately. Unless the AO has authorized or approved an actual expense allowance (AEA) for meals – for attendees in a travel status – reimbursement is limited to the locality meal rate. The maximum contracted amount for one or two meals for an attendee in a travel status is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement.

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

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](#)) [§301–74.23](#)) 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 as a written order is generated. 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 §301–74.24](#)). If a traveler was reimbursed a discounted conference registration fee before the event and then fails to attend the event, then he or she must seek a refund and repay the Government for the advance.

1. If no refund is made, then the advanced payment must be absorbed as a preparatory travel expense if the traveler’s failure to attend the event was because of:

a. A decision by the Service or DoD Component concerned.

b. An acceptable reason beyond the traveler’s control, such as an emergency or illness.

2. If no refund is made, and the traveler’s failure to attend the event was 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:
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,	<ul style="list-style-type: none"> ● 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 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.

Effective 1 May 2017

b. When an original order is amended to extend the TDY to 181 or more days **from the date of the amendment**, 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, a non-Government civilian traveling on an ITA,	the same travel and transportation allowances specified in Chapter 2 as a civilian employee on a TDY.

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 dependent **student** 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
<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● 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. The AO may authorize travel and transportation allowances, in Chapter 2, for a Service member and any designated individuals attending an event in an official capacity . 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 the attendee 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. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

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 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.

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	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
	traveling to the course 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.

Table 3-6. Training Travel When an RC Member Commutes	
If...	Then...
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 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.

Table 3-7. Training Travel When an RC Member Does Not Commute	
If...	Then...
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.”

Table 3-8. Inactive Duty Training with or without Pay	
If...	Then...
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 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.

1. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to \$300 for each round trip.

a. 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.

b. AEA

(1) 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.

(2) 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.

2. On a case-by-case-basis, the Secretary Concerned may authorize or approve, a higher reimbursement amount, when the Service member:

a. Resides in the same State as the training location; and

b. Resides outside of an urbanized area with a population of 50,000 or more (as determined by the U.S. Census Bureau) and

c. Is required to commute:

(1) To a training location using an aircraft or boat (due to limited or nonexistent vehicular routes to the training location or other geographical challenges); or

(2) From a permanent residence more than 75 miles from the training location.

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 beginning travel under PCS orders.	the Service academy is the PDS for per diem purposes. Graduate officers are not authorized per 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

Table 3-11. Allowances for SROTC Applicants and Service Members	
If...	Then...
	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

Table 3-12. Civilian Employee Training in the PDS Area	
If...	Then...
	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 established in accordance with par. 020308 consider the special rate.	HHG shipping Round-trip transportation of a dependent to the 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

Table 3-14. Specific Rules for TDY Training outside the PDS	
If...	Then...
	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 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 STATIONA. 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.

5046 PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDSA. 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: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station 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.

5061 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) AND PUBLIC HEALTH SERVICE (PHS) SERVICE MEMBER VOLUNTARY SEPARATION

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

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

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

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 APPLICANTSA. 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 rates 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: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station 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.

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: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station 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 1 year after the last release from active duty unless extended under par. 5068-B.

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

whichever the member elects, upon termination of active duty under honorable conditions.

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

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

5069 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Part A for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW 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 or 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. Dependent Student Travel. COT leave must not be used as 'dependent student 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).

<u>Example 1</u>	
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 =	<u>\$ 50.00</u>
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 =	<u>\$ 580.50</u>
Total actual amount =	\$ 3,316.74
In this example, the city pair airfare to the CONUS HOR is less expensive than 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.

<u>Example 2</u>	
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 5: HHG

SUBSECTION h: CONSUMABLE GOODS

5274 CONSUMABLE GOODS

A. General

1. A member, assigned to an OCONUS PDS designated [on the DTMO website](#), is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.
2. The consumable goods must be for the member's and/or dependents' personal use.
3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated [on the DTMO website](#)) the Secretarial Process may authorize an alternate shipping origin for consumable goods.

B. Additional Information on Consumable Goods. See [the DTMO website](#) for:

1. OCONUS locations and their consumable goods weight allowances,
2. Procedures for adding a location to locations having a consumable goods allowance, and
3. More specific regulations on the shipment of consumable goods.

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 **on the DTMO website**. 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 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.

B. Per Diem. When a dependent **student**, 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 5: HHG

SUBSECTION c: TRANSPORTATION

5654 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances for Employee Married to Employee Couple. See par. 5500-B.
- B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Gov't expense.
- C. Items of Extraordinary Value
1. These items may be transported by an expedited mode that provides satisfactory service at the least cost to the Gov't, and may not be counted as UB.
 2. Examples of items of extraordinary value are:
 - a. Articles of gold and other precious metals;
 - b. Jewels;
 - c. Valuable art;
 - d. Rare and costly collections; and
 - e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.
 3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.
 4. The net weight of such shipments is charged against the employee's weight allowance.
- D. Mobile Home Allowances. See Ch 5, Part B7.
- E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.
- F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. 5518, 5564, or 5908-C authority IAW Agency/Service regulations. [CBCA 524-RELO dated 21 March 2007](#).
1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. 5564 contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

- a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.
- b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.
- c. See par. 5564 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

- (1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.
- (2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.
- (3) Par. 5564 contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- (1) The HHG transportation authority (including PBP&E transportation in par. 5690) is forfeited if not used within a reasonable time (NTE 1 year) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. 5572-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.
- (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. 5672-C if approved by the employee's commanding officer or designated representative. SIT in excess of 180 days as applicable at Gov't expense cannot be authorized/ approved except as noted in par. 5674.

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to [27 USC §122](#) that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner

used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

5656 TRANSPORTATION METHODS ([FTR §302-7.14](#))

A. HHG

1. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method.
2. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order.
3. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

B. UB

1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in App A. UB as noted in [FTR §302-7.300](#) is UB shipment by air.
- c. Express and freight shipments made by the Gov't must be made under Gov't transportation policy and procedures.

2. Weight Allowance.

- a. The UB weight allowance is:
 - (1) 350 lbs. net weight for each adult and dependent age 12 or older, and
 - (2) 175 lbs. net weight for each child under age 12 (par. 5280)
- b. When air transportation of UB is used, par. 5286-B4 or pars. 020207-C and 020501 applies.
- c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. 5656-B4, UB must be transported under Gov't transportation policy and procedures. The employee or employee's agent should contact the servicing TO as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
 - (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. 5950-I and 5950-J.

b. Conditions. UB may be transported by air when:

- (1) Transportation by the lowest overall cost mode cannot provide the required service,

- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense ([FTR §302-7.200](#))

1. Gov't Procured. The Gov't contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

- a. The HHG transportation authority, and
- b. That the HHG are to be transported by a Gov't-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured

- a. The employee must make the necessary arrangements for the HHG move, and pay for the move.
- b. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov't-arranged move for the same HHG weight (par. 010204 for allowable travel advances).

3. Gov't Arranged Move Cost

- a. The Gov't arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)).
- b. The OCONUS cost is constructed using the 'Best Value' single factor rate.
- c. For details on how 'Best Value' costs are determined refer to the [USTRANSCOM website](#).

D. Commuted Rate ([FTR §302-7.100](#))

1. Applicability. The commuted rate system:

- a. May be used only for interstate HHG shipments between CONUS PDSs, and
- b. Is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services

a. The employee is authorized reimbursement under the GSA Commuted Rate Schedule ([FTR §302-7.101](#)) for carrier services provided, including:

- (1) Transportation,
- (2) Packing,
- (3) Unpacking,

- (4) Crating,
 - (5) Drayage, and
 - (6) SIT.
- b. The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.
- c. If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables

- a. See the GSA website at www.gsa.gov/relocationpolicy.
- b. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by Gov't-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

- 1. Authorized HHG weight allowance, and
- 2. Cost of Gov't-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

- 1. General. All HHG transportation for which the Gov't pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the Gov't-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when Gov't-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
- 2. Gov't Expense. HHG may not be moved at Gov't expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at Gov't expense authorized by JTR, or
 - d. Authorized transportation is not completed within the prescribed time limits.

3. Payment

- a. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight.
- b. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less.
- c. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

- 1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.
- 2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.
- 3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
- 4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
- 5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).
- 6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
Method	Advantages	Disadvantages
Commuted Rate	<ul style="list-style-type: none"> 1. The Gov't is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges. 	<ul style="list-style-type: none"> 1. The Gov't cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	<ul style="list-style-type: none"> 1. The Gov't may take advantage of special discounts offered. 	<ul style="list-style-type: none"> 1. The Gov't is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Gov't's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See [DTR 4500.9-R, Part IV](#).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION h: CONSUMABLE GOODS

5694 CONSUMABLE GOODS ([FTR §300-3.1](#))

A. General

1. An employee, assigned to an OCONUS PDS designated **on the DTMO website**, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.
2. The consumable goods must be for the employee's and/or dependents' personal use.
3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated on **the DTMO website**) the Secretarial Process may authorize an alternate shipping origin for consumable goods.
5. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
6. The employee's PCS order should show the consumable items authorized weight allowance **found on the DTMO website** and any authorized alternate shipping origin authorized.

B. Additional Information on Consumable Goods. See **the DTMO website** for:

1. OCONUS locations and their consumable goods weight allowances,.
2. Procedures for adding a location to locations having a consumable goods allowance, and
3. More specific regulations on the shipment of consumable goods.

CHAPTER 6: EVACUATION TRAVEL

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. The information in this chapter complements the Department of State (DoS) Standardized Regulations ([DSSR Chapter 600](#) (Payments During an Ordered/Authorized Departure) and the Office of Personnel Management (OPM) Code of Federal Regulation (CFR), [Title 5 U.S. Code \(U.S.C.\), Subpart D](#) (Payments During Evacuation). See Table 6-1 to determine which Agency's evacuation policy applies in addition to the JTR.

Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
DoD Service Member's Dependent	DoD	DoD	DoD coordinates with DoS
Non-DoD Service Member's Dependent	DoD	DoD	DoD coordinates with DoS
DoD Civilian Employee	OPM	OPM	DoS
DoD Civilian Employee's Dependent	OPM	OPM	DoS

0601 EVACUATION AUTHORITY

The authority to evacuate an area depends on whether it is in the CONUS, a non-foreign location OCONUS, or a foreign location. Tables 6-1 through 6-12 identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in [37 U.S.C. § 475a](#), [5 U.S.C. § 5725](#), and [DoDD 3025.14](#) (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013.

060101. Authority to Order an Evacuation

A. **Eligibility.** A Service member's dependent, a civilian employee, or a civilian employee's dependent may leave a threatened area at their own expense. However, the Government authorizes evacuation allowances when one of the individuals or agencies identified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

B. **Cuba Evacuation.** The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the USD (P&R) has the authority to evacuate the U.S. Naval Base.

C. **Limited Evacuation.** A limited evacuation is a temporary relocation to the nearest available accommodations, which may be Government quarters. A limited evacuation is available from a CONUS location for a Service member's dependent, a civilian employee, or a civilian employee's dependent. The civilian employee and his or her dependent can also be authorized a limited evacuation from a non-foreign location OCONUS.

Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS	
Service or Agency	Location Being Evacuated
	CONUS/Non-Foreign Location OCONUS
DoD Components (Service member's Dependent, Civilian Employee, and Civilian Employee's Dependent)	Any of the officials listed below may order or authorize an evacuation within their area of authority: <ul style="list-style-type: none"> ● Secretary of Defense (Sec Def) or his or her designee. ● Secretary concerned. ● Head of the Component or his or her designee. ● Commander of the Installation or the Coast Guard District Commander. ● Commander, head, chief, or supervisor of the organization or office.
National Guard Member's Dependent	State or Territory authority for the National Guard member serving on active duty or full-time National Guard duty under 32 U.S.C. § 502(f) .
U.S. Coast Guard, Only in Time of War	Secretary of Homeland Security or his or her designee.
U.S. Public Health	Secretary of Health and Human Services or his or her designee.
National Oceanic and Atmospheric Administration	Secretary of Commerce or his or her designee.

D. Foreign Locations. The DoS decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

Table 6-3. Authority to Evacuate from a Foreign Location	
Situation or Assignment	Authority
President declares a national emergency	Sec Def or his or her designee after consulting with the Secretary of State
Directed reinforcement of U.S. Armed Forces in a theatre	
Accommodation of force protection	
Antiterrorism considerations	
U.S. Country Team (DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel, and others as determined by the CCDR and Chief of Mission)	DoS
U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Sec Def or USD (P&R) without jeopardizing the evacuees	CCDR, the senior commander in the country concerned, or the DoD Attaché
U.S. Naval Base at Guantanamo Bay, Cuba	USD(P&R)

060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS) order rather than placed in an evacuation status when required to leave a permanent duty station (PDS).

A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4 identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

Table 6-4. Who Can Be Evacuated at Government Expense			
Individuals	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
Service Member	No	No	No
Service Member's Dependent	Yes	Yes	Yes
Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. § 502(f)	Yes	Yes	N/A
Civilian Employee	Yes	Yes	Yes
Civilian Employee's Dependent	Yes	Yes	Yes
Non-Command Sponsored Dependent	Not Applicable	Yes (transportation only)	Yes (transportation only)
Authorized Escort for a Dependent or Civilian Employee	Yes	Yes	Yes

060103. Choosing an Evacuation Destination

The anticipated duration of the evacuation is critical to determining whether a dependent travels to a safe haven or a designated place. A safe haven is a temporary location to which a dependent is sent. The safe haven and the evacuated area may be in the same city or country or may be in different cities or countries. If the conditions causing an evacuation are expected to improve and it is anticipated that the dependent will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. The appropriate official determines whether an evacuee will go to a safe haven or a designated place.

A. Eligibility. The Government may provide evacuation allowances for a Service member's dependent, civilian employee, or a civilian employee's dependent when they evacuate to an authorized location selected by the authority in Table 6-2 or Table 6-3.

Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
Safe Haven	The authority who orders or authorizes the evacuation. See Table 6-2.	The authority who orders or authorizes the evacuation. See Table 6-2.	<ul style="list-style-type: none"> DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
Alternate Safe Haven	<ul style="list-style-type: none"> DoD Services obtain authorization from the Secretary concerned, to include choosing a safe 	Obtain authority for an alternate location within a safe haven through the	<ul style="list-style-type: none"> DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&R) as part of the Secretarial Process for

Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
	haven OCONUS or moving to another safe haven when circumstances warrant. <ul style="list-style-type: none"> • Non-DoD Services obtain authorization through the Secretarial Process. • Obtain authority for an alternate location within a safe haven through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant. 	Secretarial Process.	an alternate safe haven in a foreign OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. <ul style="list-style-type: none"> • Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS. • USD (P&R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.
Designated Place	<ul style="list-style-type: none"> • DoD Services obtain authorization from the Secretary concerned. • Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS. 	<ul style="list-style-type: none"> • Principal Deputy USD (P&R) determines when a DoD dependent goes to a designated place. • DoD Services obtain authorization or approval from the Secretary concerned or the Secretary's designated representative for a designated place OCONUS. • Non-DoD Services, obtain authority through the Secretarial Process. 	

B. Additional Authority. Authorities for a civilian employee or a civilian employee's dependent are similar, but different than those for a Service member's dependent, as listed in Table 6-6.

Table 6-6. Who Determines Authorized Destinations for a Civilian Employee or a Civilian Employee's Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
Safe Haven	The authority who orders or authorizes the evacuation. See Table 6-2.		DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
Alternate Safe Haven	Obtain authority through the Secretarial Process.		Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&R). See DSSR 614.
Designated Place	<ul style="list-style-type: none"> • Secretary concerned or the Secretary's designated representative. See pars. 6505-C and 6510-C. • The JTR does not cover non-DoD civilian employees. 		

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact location within the designated geographic area. If the United States is listed as the safe haven, a DoD

evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS must be authorized or approved by USD (P&R). If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

D. Alternate Safe Haven. A Service member or civilian employee may request permission for a dependent to evacuate to an alternate safe haven through the process described in Table 6-7.

Table 6-7. Requests for Alternate Safe Havens			
Location of Safe Haven			
Within a Safe Haven	CONUS	Non-Foreign Location OCONUS	Foreign
<ul style="list-style-type: none"> All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval. The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location. 	Principal Deputy USD (P&R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following: <ul style="list-style-type: none"> Family support at the requested destination. Co-location with the Service member at an alternate work site. Similar factors to support that relocation is in the Government’s best interest. 		<ul style="list-style-type: none"> The Service member’s or civilian employee’s command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See pars. 6015-B2 and 6565; and DSSR 614c. A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&R) with the DoS authorization attached. The Principal Deputy USD (P&R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee’s travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS. A non-DoD Service member must obtain authorization through the Secretarial Process.
	DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.		

060104. Evacuation Funding

Accounting classifications used for evacuation allowances for a dependent of a U.S. Army or U.S. Air Force Service member are listed in Table 6-8. Accounting information for other Services is available through the references in Table 6-9 and Table 6-10.

U.S. Service	Accounting Code
Army	Located in the DCS, G-1, Army Disaster Personnel Accountability and Assessment System (ADPAAS) website at https://adpaas.army.mil , under Command, Reference, PA Messages. (Only ADPAAS unit CORs can access this LOA document).
Air Force	Replace the “*” in the accounting citations with the current fiscal year.
	USAF Active Duty Officer Dependent Travel: 57*3500 32* 5710.0D 525725
	USAF Active Duty Officer Dependent Per Diem: 57*3500 32* 5710.0K 525725
	USAF Active Duty Enlisted Dependent Travel: 57*3500 32* 5810.0D 525725
	USAF Active Duty Enlisted Dependent Per Diem: 57*3500 32* 5810.0K 525725
	For Air Force civilians and dependents, should refer to the local Financial Management office for instructions.

References	Accounting Code Location
<ul style="list-style-type: none"> Marine Corps Order 4650.37A (Defense Travel System) The Marine Corps Travel Instruction Manual 	HQMC Finance Policy

U.S. Navy	National Oceanic and Atmospheric Administration
Chief of Naval Operations (N130C) Building 12, Room 3R180 701 S. Courthouse Road Arlington, VA 22204-2472 Phone: (703) 604-5476/7/4 DSN 664 E-mail: NXAG_N130C@navy.mil	Director, CPC 8403 Colesville Road, Suite 500 ATTN: CPC1 Silver Spring, MD 20910-6333 FAX: (301) 713-4140 Phone: (301) 713-3444
U.S. Coast Guard	U.S. Public Health Service
U.S. Coast Guard Commandant (CG-832) STOP 7618 2703 Martin Luther King Jr Avenue, SE Washington, DC 20593-7618 Phone: (202) 372-3577 Email: HQS-DG-LST-CG-832@uscg.mil Refer to COMDTINST M7100.3E , for charge codes related to evacuation funds	Director, Division of Commissioned Corps Personnel and Readiness ATTN: Travel Coordinator Plaza Level, Suite 100 1101 Wootton Parkway Rockville, MD 20852 FAX: (240) 453-6141 Phone: (240) 453-6059

060105. Funds Advance

An advance for evacuation travel and transportation allowances, including allowances while at a safe haven, may be paid as soon as an order is issued for the Service member’s dependent, civilian employee, civilian employee’s dependent, or an escort to travel from the evacuation area.

A. Safe Haven Allowance. A safe haven-allowance advance is limited to an estimated 30 days at the authorized safe haven or designated place.

B. Dislocation Allowance (DLA). A DLA advance may be paid to a Service member's designated dependent before the dependent travels to a designated place. See par. 5452 for DLA rates.

C. Civilian POV. Civilian employees may be paid an advance of funds for transportation and emergency storage of a POV, limited to the estimated expense amount that the AO authorizes for that specific purpose.

060106. Receiving Payments for Evacuation Travel

Only specific individuals can receive payments for evacuation allowances on behalf of eligible evacuees. See Table 6-11 to determine who the Government may pay. Typically, the spouse is the person who receives the evacuation allowance payment; however, other people identified in Table 6-11 may receive the payments when the spouse is separated from other evacuees.

Table 6-11. Who Is Eligible to Receive Payments on Behalf of an Evacuee			
Individuals	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
Service Member's Spouse	Yes	Yes	Yes
Service Member's Dependent 18 Years of Age or Older	Yes	Yes	Yes
A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age	Yes	Yes	Yes
Service Member's Dependent who Turned 21 after Evacuation is Ordered or Authorized	Yes	Yes	Yes
Non-Command Sponsored Dependent	N/A	No*	No*
DoD Civilian Employee	Yes	Yes	Yes
DoD Civilian Employee's Dependent	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)
DoD Civilian Employee's Designated Representative	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)

* Evacuees must be command-sponsored to receive evacuation allowances.

060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member's dependent, a civilian employee, the civilian employee's dependent, and a non-DoD Service member's dependent.

Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
DoD Service Member's Dependent	<ul style="list-style-type: none"> • Secretarial Process. • A limited evacuation is terminated by the authority who ordered or authorized it. 	USD(P&R)	
	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.		
Non-DoD Service Member's Dependent	Secretarial Process		
Civilian Employee or Civilian Employee's Dependent	The authority who ordered the evacuation. See Table 6-2.		Secretary of State

A. Allowance Expiration. In addition to the authorities listed above terminating an evacuation, safe haven evacuation allowances terminate on the date a Service member detaches or permanently departs from the PDS from which the dependent's evacuation was ordered or authorized. However, the evacuation allowances may continue when the PDTATAC issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

B. Time Limits. Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member's dependent or by the Secretarial Process for a non-DoD Service member's dependent.
2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;
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.
4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

0602 ALLOWANCES FOR SERVICE MEMBERS' DEPENDENTS

Allowances vary depending on the location of the evacuation and whether a dependent is authorized to be there.

060201. Eligibility for Evacuation Allowances

A. Service Member's Dependent. A Service member's dependent may be eligible for evacuation allowances in accordance with [37 U.S.C. § 475a](#) and [DoD Directive 3025.14](#), (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013. A dependent must meet one of the criteria in Table 6-13 to qualify for allowances at the location being evacuated, safe

haven, or designated place.

B. RC Member’s Dependent.

1. A dependent of an RC member ([10 U.S.C. §§ 101, 10101](#)) on active duty or full-time National Guard duty under [32 U.S.C. § 502\(f\)](#) may be eligible for evacuation allowances if all of the following occur together:

- a. No evacuation allowances are authorized for a dependent for any period in which the RC member was not on active duty or full-time National Guard duty.
- b. The evacuation order is given when the RC member is on active duty.
- c. The dependent actually evacuates from his or her residence or continues to reside at a safe haven.
- d. The RC member’s primary residence when called or ordered to active duty or full-time National Guard duty is in the vicinity of a PDS.

2. 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, is called to full-time National Guard duty under [32 U.S.C. § 502\(f\)](#), remains eligible for continued evacuation allowances.

3. The dependent of an RC member ordered to active duty under an involuntary authority ([10 U.S.C. § 12302](#)) in support of a contingency operation and whose order is amended to retain the RC member on active duty under a voluntary authorization ([10 U.S.C. §12301\(d\)](#)) remains eligible for continued evacuation allowances.

4. In addition to the eligibility in this paragraph, the criteria in Table 6-13 also apply.

Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances		
Location Being Evacuated		
CONUS	Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba	Foreign Location
<ul style="list-style-type: none"> ● A dependent who resides at the Service member’s PDS or in the PDS vicinity when the evacuation is ordered or authorized. ● A dependent who is temporarily absent from the Service member’s PDS in the CONUS or its vicinity. ● A dependent traveling to the Service member’s PDS in the CONUS or its vicinity to establish a permanent residence with the Service member. 	<ul style="list-style-type: none"> ● A dependent who resides at the Service member’s permanent duty station (PDS) or in the PDS vicinity when the evacuation is ordered or authorized. “In the PDS vicinity” means: <ul style="list-style-type: none"> ● A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located. ● A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country. ● A dependent student who would have traveled to the evacuated PDS, but instead travels to a safe haven or designated place. A dependent temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS, including a dependent student attending an OCONUS dormitory school away from the Service member’s PDS. ● A dependent who is not command sponsored is authorized 	

	transportation only and is not authorized per diem while traveling or safe have allowances.
<ul style="list-style-type: none"> ● A dependent full-time student who is younger than 23 years of age. ● A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location. ● A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died. ● A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS. ● A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated. ● A dependent who moved at Government expense to, or remained at, a former PDS or a PDS that is not the current PDS because the Service member is serving an unaccompanied tour of duty. A dependent who was evacuated from his or her residence at that location and turned 21 while at the safe haven or designated place remains a dependent for evacuation purposes and for purposes of return transportation to the location from which evacuated. 	

060202. Travel and Transportation Allowances

The evacuation order includes transportation instructions for departure. Allowances differ between a limited evacuation in the CONUS and a regular evacuation. Dependents at a PDS OCONUS who are not command sponsored are authorized transportation only.

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated
Transportation Allowances
CONUS/Non-Foreign Location OCONUS/Foreign
<ul style="list-style-type: none"> ● A dependent directed to go to a safe haven, which instead <i>goes somewhere</i> that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location. ● A dependent directed to go to a safe haven, which actually <i>arrives</i> at the safe haven and then leaves for personal reasons, receives no transportation to the personal location. ● The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary. ● Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member’s PDS when an evacuation is ordered or authorized. The following criteria must be met: <ul style="list-style-type: none"> ● A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has: <ul style="list-style-type: none"> ● Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement. ● Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member’s PDS. A dependent who has dissolved the residence is considered to be en route to the Service member’s PDS. For example, a house is sold and a contract signed

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated	
Transportation Allowances	
CONUS/Non-Foreign Location OCONUS/Foreign	
with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.	
<ul style="list-style-type: none"> • A dependent who has not received official authorization to travel to the Service member's PDS is not authorized transportation or reimbursement for transportation. 	
Transportation Allowances Specific to Location Being Evacuated	
CONUS	Non-Foreign OCONUS and Foreign Locations
A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters. <ul style="list-style-type: none"> • Reimbursement for using a POV is at the TDY mileage rate based on odometer readings. • Reimbursement is to the POV operator; passengers receive no transportation reimbursement. 	A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member's PDS. <ul style="list-style-type: none"> • The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent. • When a dependent does not have a port call, the Service member's AO determines the appropriate action to take and furnishes timely notification to the dependent. • A dependent who has not received a port call or official authorization to travel to the Service member's PDS is not authorized any transportation under this paragraph.

A. Per Diem while Traveling. A dependent evacuated from a location in the CONUS—a limited evacuation or regular evacuation— or a command-sponsored dependent evacuated from an OCONUS location is authorized the following per diem while traveling:

1. Per diem for travel to and from the safe haven location. This is paid using the computation method in par. 020301 and adjusted based on the age of the dependent.

Table 6-15. Per Diem while Traveling to and from a Safe Haven	
Dependent's Age	Per Diem
12 Years or Older	The same per diem as a Service member on a TDY.
Under 12 Years	An amount limited to one half of what a Service member traveling on a TDY receives.

2. A dependent at a PDS OCONUS who is not command sponsored is not authorized per diem.

B. Dependent Temporarily Absent from PDS. A dependent, including a dependent student, temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS can receive allowances for only one departure from the location being evacuated during each evacuation. This includes a dependent student attending a dormitory school in a foreign location away from the Service member's PDS.

1. The dependent stays at the place where he or she is located when the evacuation is ordered or authorized and is considered to be at a safe haven until instructed otherwise. The appropriate authority determines whether the dependent will receive allowances to stay at the location, go to another location, or return to the PDS.

2. Safe haven allowances begin on the date the return travel to the PDS would have begun had the return not been prevented by the evacuation. The dependent or Service member furnishes this date as instructed by the Service or Agency. The date must not be earlier than the date the evacuation from the PDS actually began.

C. Dependent Student. The safe haven or designated place replaces the Service member's PDS as the destination authorized under par. 5151 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

1. If the dependent student joins other dependents 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. If the dependent student is the Service member's only dependent, and if the CONUS is named in the evacuation authorization or order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within the CONUS that the dependent student or the Service member selects.

2. The dependent student receives evacuation allowances while at the safe haven as specified in Table 6-17. Transportation to a safe haven has no effect on the dependent student's travel between the school and the Service member's PDS OCONUS, as specified in Chapter 5.

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 5151 from the Service member's PDS, whichever occurs first.

D. Transportation to Designated Place. A dependent at the safe haven who is directed to select a designated place and chooses a different location other than the current safe haven is authorized transportation from the safe haven to the designated place.

060203. Escort during Evacuation

A. Eligibility. The AO may authorize an escort for a dependent who cannot travel alone due to age, physical or mental incapacity, or other extraordinary circumstances.

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service Member. The escort is issued a TDY order and receives the standard travel and transportation allowances specified in Chapter 2.

2. A Civilian Employee. The escort is authorized the TDY allowances in regulations issued by the civilian employee's Agency or Department. A DoD civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in Chapter 2

for transportation. The Agency directing the travel funds the escort's travel.

3. A Person Other Than a Service Member or Civilian Employee. The escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A Service member is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to and from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the Service member transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A Service member traveling on a separation or retirement order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

060205. Allowances While at the Safe Haven

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances. A dependent at a PDS OCONUS who is not command sponsored is not authorized safe haven allowances.

B. Allowances

1. Transportation

Table 6-16. Transportation Allowances for a Dependent during Evacuation		
Allowance	Safe Haven or Alternate Safe Haven	Designated Place
Local Travel	Yes	Only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven.
POV Shipment	No	Yes
Rental Vehicle	No	Only when a POV is scheduled for delivery and arrives late.

a. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

b. Shipment of a POV at Government expense to a safe haven is not authorized. When a Service member receives a PCS order while a dependent is at a safe haven, the authorization to transport a POV from the safe haven is in the Service member's PCS order.

c. A dependent directed to go to a safe haven, who instead goes somewhere that is not authorized or approved, is authorized the [Standard CONUS rate](#) at the percentage specified in Table 6-17.

2. Safe Haven Allowances. An evacuated dependent from the CONUS—a limited evacuation or regular evacuation—or a command-sponsored dependent OCONUS is authorized the following safe

haven allowances and miscellaneous expenses at the safe haven:

a. Safe haven allowances during the first 30 days while at the safe haven location. This is paid using the computation method in par. 020301 and the safe haven locality per diem rate, combined with the age of the dependent. Safe haven evacuation allowances are initially authorized for 30 consecutive days. The 30-day clock begins on the day after the dependent's arrival at the safe haven (see par. 020301 for the applicable computation rules).

(1) Each dependent receives the appropriate percentage of the meals and incidental expense (M&IE) rate of the locality per diem rate. The dependent receives the M&IE regardless of whether there is a lodging expense on a given day.

(2) The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven. Individual amounts are based on the lodging portion of the locality per diem rate and Table 6-17. A dependent receives this allowance for each day in an evacuation travel status.

(3) No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. If the dependent rents a house or apartment with a valid, written lease from a friend or relative who does not jointly occupy the rental, then the evacuated dependent is authorized lodging costs as specified in Chapter 2.

(4) If a Value-Added Tax relief certificate is used to avoid paying the lodging taxes in an area OCONUS, then the cost of the certificate is a miscellaneous reimbursable expense.

(5) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

Effective 1 August 2017

(6) Tax paid on lodging while at a safe haven or designated place or traveling in CONUS or a non-foreign area OCONUS is a miscellaneous reimbursable expense.

Effective 1 August 2017

(7) Tax paid on lodging while at a safe haven or designated place or traveling in a foreign area OCONUS is not separately reimbursable. It is part of the lodging portion of per diem rate used to compute the safe haven allowances.

b. Reimbursement of the expenses incurred for the unexpired lease period up to 30 days if a dependent signs a lease for lodging at the safe haven and is then authorized to return to the PDS or to move to a designated place. A dependent should avoid signing a long-term lease or a lease without a military clause while at a safe haven. The amount reimbursed is limited to what the dependent would have received for the lodging portion of the safe haven evacuation allowance for the unexpired lease period.

c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The USD (P&R) can increase the safe haven allowances authorized in Table 6-17, after 30 days for a DoD Service member's dependent up to 100% of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-DoD Service member's dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to another, then the

180-day clock continues from the previous safe haven.

(1) If the reduced safe haven evacuation allowance specified in Table 6-17 is insufficient to cover the lodging, meals, and incidental expenses for a specific individual at a safe haven, then the dependent or the individual receiving the safe haven evacuation allowances on behalf of the dependent may request an increased rate.

(2) Send requests for an increased rate through the paying finance or disbursing office to the PDTATAC, Chief.

(a) It must contain the actual daily costs incurred for lodging, meals, and incidental expenses, and the finance or disbursing officer should add any pertinent information and recommendations. The PDTATAC contact information for this request is on the front page of this regulation.

(b) If the request is granted, then PDTATAC issues an Evacuation Allowance Determination specifying the amount of a dependent's evacuation allowances at an authorized or approved safe haven. The Evacuation Allowance Determination, or the denial of the request, is sent directly to the dependent concerned, with a copy to the finance or disbursing office submitting the request. PDTATAC provides copies of all requests and approvals or disapprovals to the applicable Service representative.

Table 6-17. Safe Haven Allowances		
Duration at Safe Haven	12 Years of Age* and Older	Less Than 12 Years of Age
First 30 Days	A maximum of 100% of the locality per diem rate for the area.	A maximum of 50% of the locality per diem rate for the area.
31-180 Days	Up to 60% of the locality per diem rate for the area.	Up to 30% of the locality per diem rate for the area.
Computation Examples		
Example 1	Example 2	Example 3

*The increase is effective on the 12th birthday.

d. Government dining facility availability or use has no effect on the safe haven evacuation allowances for a dependent, even though the dependent uses or may use the dining facility without charge.

e. A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence or to occupy the old residence at the PDS.

f. A dependent temporarily absent from the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed. The allowance begins at 0001 on the date the dependents would have begun return travel to the PDS. This date that the dependent would have begun return travel to the PDS must be confirmed from information secured from the Service member or dependents, but must be no earlier than the date the evacuation began.

g. A dependent traveling to the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the

location where the dependent is delayed and using the computation method in par. 020301.

(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member's PDS on personally procured transportation. The safe haven evacuation allowances continue until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

(2) If travel is authorized directly to the Service member's PDS, then no safe haven evacuation allowances for travel to the PDS are authorized.

(3) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

h. An actual expense allowance (AEA) is not authorized for an evacuation.

060206. Standard Allowances While at Designated Place

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances at the designated place. An eligible dependent directed to select a designated place may choose to convert the current safe haven to the designated place or select a different location. That is important in determining allowances at the designated place. A dependent at a PDS OCONUS who is not command sponsored is not authorized allowances at a designated place.

B. Allowances.

1. Transportation at the Designated Place. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven during an evacuation in the CONUS. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

2. Per Diem at the Designated Place. A dependent is authorized the following evacuation and safe haven allowances at the designated place:

a. Once at a designated place, the dependent is authorized safe haven evacuation allowances as specified in Table 6-17 for a limited time to offset lodging and M&IE expenses while finding a house and establishing a permanent residence, limited to Table 6-18.

b. Safe haven evacuation allowances at the designated place begin on the dependent's arrival date at the designated place, or on the date the safe haven is converted to the designated place. The direction to relocate to a designated place must specify the date when the dependent's safe haven evacuation allowances stop. The termination date of safe haven evacuation allowances are specified in Table 6-18.

Table 6-18. Terminating Safe Haven Allowances at a Designated Place	
If...	Then...
the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,	safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.
the dependent converts the safe haven to a designated place, and is receiving the reduced rate at a safe haven,	the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place. A Service member or the dependent may request a safe haven allowance rate at a higher percentage through the Secretarial Process on a case-by-case basis when justified by lodging and M&IE costs.
the dependent chooses a designated place other than the safe haven and is at the designated place for 30 days but does not occupy a permanent residence within 30 days,	safe haven allowances end at 2400 hours on the 30th day after arrival. A Service member or the dependent may request a safe haven allowance period longer than 30 days through the Secretarial Process on a case-by-case basis when warranted.
the dependent chooses a designated place other than the safe haven, occupies a permanent residence, and is there for 30 or fewer days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent moves to a different location other than the current safe haven,	he or she receives the rate authorized in Table 6-17, until the dependent occupies a permanent residence or 2400 hours on the 30th day after arrival at the designated place.

3. POV Shipment to the Designated Place

a. When a dependent evacuated from OCONUS goes to a designated place, appropriate authority may authorize or approve the transportation of one POV to the designated place, including any ground transportation required. The Secretarial Process may determine POV transportation is prudent when a dependent evacuated from the CONUS cannot drive a POV to a designated place.

(1) The POV must be in a port or vehicle processing center awaiting transportation, at the PDS area, or en route to the PDS when the evacuation is declared.

(2) The POV must be owned by the Service member or the evacuated dependent.

(3) When a dependent selects a designated place OCONUS, any taxes resulting from the POV move are the Service member's or dependent's financial responsibility.

b. When an authorized POV does not arrive at the designated place by the scheduled delivery date, or is not made available to the dependent on or before the scheduled delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for the dependent's use. Reimbursement for a rental vehicle is limited to \$30 per day with a maximum reimbursement of \$210. The dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.

4. DLA is authorized when a command-sponsored dependent is evacuated to a designated place. DLA is also payable when return travel for a command sponsored dependent is authorized from the designated place to the Service member's PDS. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid because of an evacuation. No DLA is payable when a dependent is relocated to a safe haven. No DLA is payable on behalf of a non-command-sponsored dependent.

060207. Allowances when an Evacuation is Canceled

A. Eligibility. A Service member's dependent who was transported to a safe haven or designated location at Government expense may be eligible for allowances to return to the PDS.

B. Allowances

1. Transportation

- a. A dependent is authorized transportation as specified in Table 6-19.
- b. A dependent who turns 21 after evacuating to a safe haven is authorized the allowances in Table 6-19 if he or she was moved to the PDS OCONUS at Government expense and the Service member is still at that PDS. A dependent who was evacuated while residing at a location other than the Service member's current PDS because the Service member is on an unaccompanied tour of duty may also receive the allowances in Table 6-19 if he or she turns 21 after the evacuation.

2. Per Diem

- a. Safe haven evacuation allowances stop on the day that transportation is first *made available* to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent's control.
- b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

Table 6-19. Transportation for a Dependent's Return		
Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date	Authorized Allowance by Location Being Evacuated	
	CONUS	Non-Foreign Location OCONUS/Foreign
60 or More	Service members' dependents receive transportation to return to the PDS or place from which evacuated.	Service members' dependents receive transportation from the safe haven or designated location to the Service member's PDS.
59 or Less	Service members' dependents receive transportation to return to the PDS or place	Service members' dependents receive no transportation unless the Secretarial Process specifically authorizes it. In which case, transportation is authorized only from the

Table 6-19. Transportation for a Dependent's Return		
Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date	Authorized Allowance by Location Being Evacuated	
	CONUS	Non-Foreign Location OCONUS/Foreign
	from which evacuated.	dependent's location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.

3. POV Shipment from the Designated Place

a. When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return to the Service member's PDS, one POV may be authorized or approved for shipment if both of the following apply:

(1) A POV was transported to the designated place under the evacuation order.

(2) At least 12 months remain on the Service member's tour of duty after the date on which the POV is delivered to the port or vehicle processing center servicing the PDS, or the Secretarial Process authorizes or approves an exception to that 12-month requirement.

b. When a dependent is at a designated place and a POV has been transported to the designated place at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member's PCS order.

c. When a dependent is at a designated place after being evacuated from a location in the CONUS, and the dependent is authorized to travel to the Service member's PDS, a POV may be transported to the PDS in the CONUS, including any overland transportation required, if the Secretarial Process authorized or approves the transportation based on the determination that circumstances make the POV move prudent.

060208. Preparing for Return Trip

A. Eligibility. A dependent who was transported to a safe haven or designated place at Government expense may be eligible for return transportation when an evacuation status is canceled.

B. Allowances

1. Transportation. A dependent who is authorized to travel from the safe haven location or designated place to obtain a passport or a medical screening as a requirement to returning to the Service member's PDS is authorized transportation for one round trip. Transportation is by one of the following:

a. Government-owned or Government-procured transportation.

b. Transportation in-kind.

c. Personally-procured commercial transportation. Reimbursement is the actual

transportation cost, limited to what it would have cost to provide Government-procured transportation.

d. POV reimbursed at the automobile TDY mileage rate for the official distance according to the Defense Table of Official Distance. When two or more dependents travel together by POV, only the POV operator is authorized the TDY mileage allowance.

2. Per Diem. No additional safe haven evacuation allowances, meals, or lodging associated with the round trip are authorized.

060209. Non-Command-Sponsored Dependent Returns to PDS

A. Eligibility. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS.

B. Allowances. Only the USD(P&R) may authorize transportation for a DoD Service member's non-command-sponsored dependent. A non-DoD Service member's dependent may be authorized transportation through the Secretarial Process.

0603 HOUSEHOLD GOODS (HHG) SHIPMENT FOR A SERVICE MEMBER'S DEPENDENTS

A. Eligibility. A Service member's evacuated dependent is authorized HHG transportation or storage from a location in the CONUS, non-foreign location OCONUS, or foreign location. HHG can be shipped from:

1. The Service member's PDS to a safe haven, a designated place, non-temporary storage (NTS), or a new PDS.
2. One safe haven to another safe haven, a designated place, the old PDS, or a new PDS.
3. A designated place to the old PDS or to a new PDS.

B. Allowances

1. Baggage. Unaccompanied baggage is authorized when evacuated from a CONUS, non-foreign OCONUS, or foreign location. Table 6-20 provides the details for this allowance.

Destination	12 Years of Age* and Older	Less Than 12 Years of Age
Safe Haven	<ul style="list-style-type: none"> • Up to 350 pounds for each dependent, up to 1,000 pounds per family. • The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds. 	<ul style="list-style-type: none"> • Up to 175 pounds for each dependent, up to 1,000 pounds per family. • The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.

Designated Place or Old PDS	The unaccompanied baggage that was moved to the safe haven at Government expense.
New PDS	Listed in the PCS order.

**The increase is effective on the 12th birthday.*

2. Air Freight Allowance

a. An air freight allowance for the unaccompanied baggage may be authorized or approved when departing from and returning to the PDS OCONUS in accordance with Table 6-20.

b. If the air freight allowance is not used to transport unaccompanied baggage because of circumstances beyond the dependent's control, then the dependent may be authorized or approved an air freight-replacement allowance to purchase necessary items at the safe haven. The air freight-replacement allowance is in place of an air freight allowance for travel from the PDS. It is a set dollar amount and is intended to help offset costs of items ordinarily part of the authorized air freight shipment that must be purchased at the safe haven. When the air freight-replacement allowance is authorized for travel from the PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

(1) Amounts authorized for an air freight-replacement allowance are: one evacuated dependent, \$250; two evacuated dependents, \$450 total (not each dependent); three or more evacuated dependents, \$600 total.

(2) No receipts are required.

3. HHG Shipment

a. Table 6-21 contains the conditions and allowances for shipping HHG during or upon termination of an evacuation.

If...	Then the Service member is authorized...
a Service member's dependent is evacuated,	HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense. <ul style="list-style-type: none"> Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent. A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 5210-D. If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 5210-D or 5210-E.
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
a Service member's dependent is directed to move to a safe haven,	transportation of the following from the Service member's PDS or NTS to the safe haven: Unaccompanied baggage for the dependent. <ul style="list-style-type: none"> HHG items authorized or approved by the appropriate authority as needed for the dependent's comfort and well-being at the safe haven.
a Service member's dependent is authorized or	transportation between safe havens of: <ul style="list-style-type: none"> Unaccompanied baggage.

Table 6-21. HHG Shipment for an Evacuation	
If...	Then the Service member is authorized...
directed to travel from one safe haven to another safe haven,	<ul style="list-style-type: none"> ● HHG other than unaccompanied baggage that was transported to the former safe haven at Government expense or acquired there for the evacuated dependent's comfort and well-being.
dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place,	<p>to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area:</p> <ul style="list-style-type: none"> ● Unaccompanied baggage. ● HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent's comfort and well-being. ● HHG at the Service member's PDS. ● HHG in NTS.
a dependent is authorized to go from a safe haven to the PDS, and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	<p>to either place HHG in NTS for the remainder of the Service member's tour at the PDS or to transport the following HHG from the safe haven to the Service member's residence at the PDS or the PDS vicinity:</p> <ul style="list-style-type: none"> ● Unaccompanied baggage. ● HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being. ● HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation. ● No HHG to a PDS OCONUS if the Service member's tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.
a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area,	<p>transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being, from the safe haven to the location authorized in the Service member's PCS order.</p> <ul style="list-style-type: none"> ● This transportation is under provisions and funding of the Service member's PCS order and part of the PCS HHG shipping allowance.
a dependent is at a designated place and the Service member receives a PCS order from the evacuated area,	<p>transportation of HHG from the designated place to the location authorized in the Service member's PCS order.</p> <ul style="list-style-type: none"> ● Transportation of HHG in this case is under the provisions and funding of the Service member's PCS order, and is part of the PCS HHG shipping allowance.
a dependent is at a designated place once the evacuation is canceled and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	<p>transportation of HHG:</p> <ul style="list-style-type: none"> ● That was transported to the designated place. ● Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent's comfort and well-being. ● That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in connection with the evacuation. ● From the designated place or NTS to the Service member's residence in the PDS OCONUS vicinity, if appropriate, or the Service member

Table 6-21. HHG Shipment for an Evacuation	
If...	Then the Service member is authorized...
	<p>may choose to place them in NTS for the remainder of the Service member's tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member's tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</p> <ul style="list-style-type: none"> • To NTS for the remainder of the Service member's tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location.

b. Table 6-22 contains the requirements and allowances for diverting HHG on its way to a PDS when an evacuation is ordered at the PDS. If the Government is shipping HHG to a PDS where an evacuation is ordered, or if the HHG was turned over to a Government agent for transport, then the Government must make every effort to stop or divert the shipment. If the Service member personally arranged for the HHG transportation to that PDS, then he or she is responsible for stopping or redirecting the HHG shipment.

Table 6-22. Diverting HHG Shipment during an Evacuation	
If...	Then the Service member is authorized...
the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted,	<p>to ship all of the HHG to the designated place <i>or</i> part of the HHG to either the safe haven or designated place and part to NTS for the following:</p> <ul style="list-style-type: none"> • Unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent's comfort and well-being. • To retain part of the HHG at the old PDS as necessary for the dependent's comfort and well-being when the dependent is required to remain there because the new PDS is evacuated. • To put the remainder of the HHG in NTS or send it to the PDS for the Service member's use if the appropriate authority authorizes or approves the movement.
the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted,	payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense.
the Service member personally arranges for HHG transportation,	to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government's costs when using the cost comparison required in pars. 5210-D or 5210-E.
efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized,	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered.

0604 STANDARD ALLOWANCES FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

Refer to DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their

dependents during an evacuation from a foreign location. Refer to 5 CFR §§ 550.401 through 550.409 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR refer to “Agency head,” the applicable authority for a DoD civilian employee or the civilian employee’s dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary’s designated representative, or the head of a DoD Component.

060401. Travel and Transportation Expenses

The en route travel and transportation expenses for a civilian employee or the civilian employee’s dependent who is ordered or authorized to depart the PDS for a safe haven are as specified in Chapter 2 for TDY travel.

Table 6-23. Per Diem for a Civilian Employee or Dependent while Traveling to and from a Safe Haven			
Dependent’s Age	Per Diem		
12 Years or Older	The same per diem as a civilian employee on a TDY.		
Under 12 Years	An amount limited to one half of what a civilian employee traveling on a TDY receives.		
Computation Examples			
Example 1	Example 2	Example 3	Example 4

060402. Subsistence Expense Allowance or Per Diem

A. Evacuation in a Foreign Location. The allowances in the DSSR, Chapter 600, apply when the evacuation is from a location OCONUS. The DSSR defines the subsistence expense allowance as the daily amount payable to assist in off-setting the cost of lodging, meals, and incidentals for evacuated civilian employees and their dependents. The subsistence expense allowance is computed differently, depending upon the type of lodging used, family composition, and certain formulas provided in the DSSR. For special family compositions not addressed by the DSSR, Chapter 600, submit requests for computational guidance through the appropriate CAP member to the Director, Office of Allowances, ATTN: (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

B. Evacuation in the CONUS or a Non-Foreign Location OCONUS. The allowances in 5 CFR §§ 550.401 through 550.409 apply when the evacuation is from a location in the CONUS or non-foreign location OCONUS. When the CFR §§ 550.401 through 550.409 cites TDY allowances, or refers to the FTR, the rules in the Chapter 2 apply. The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven.

060403. Shipment of HHG

A. HHG Shipment to Safe Haven. The shipment of HHG is authorized under the provisions of Title 5 U.S.C., Section 5727 when the evacuation is from a location in the CONUS or a non-foreign location OCONUS. Shipment may be authorized from the civilian employee’s PDS to a safe haven pending a determination as to whether the civilian employee or dependent will:

1. Return to the PDS from which evacuated.

2. Transfer or be reassignment to another PDS.
3. Return to his or her actual residence when a civilian employee is serving a prescribed tour for duty at a location OCONUS under a service agreement.

B. HHG Shipment to Next PDS or Actual Residence. If it is known at the time of the evacuation, or later determined, that the civilian employee or dependents are not to return to the evacuated PDS, transportation for the civilian employee or dependent and HHG may be authorized from the PDS or safe haven to the civilian employee's next PDS, or actual residence if there is no PCS for a civilian employee serving at a PDS OCONUS under a service agreement.

060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. The civilian employee and dependents are authorized travel and transportation allowances if instructed to go to a safe haven. If the civilian employee is away on personal business when an evacuation is authorized, the cost of transportation to the safe haven is limited to what it would cost if traveling from the evacuated PDS to the safe haven. Upon arrival at the safe haven, payments of a subsistence expense allowance are authorized as specified in the DSSR, Chapter 600. A subsistence expense allowance is not paid to any evacuee authorized to receive per diem.

060405. Emergency POV Storage Due to an Evacuation OCONUS

A. Eligibility. If the civilian employee or the employee's dependent must evacuate the PDS OCONUS, emergency storage of one POV may be authorized if one of the following applies:

1. The POV was transported, or authorized to have been transported, at Government expense to the PDS.
2. The civilian employee or the employee's immediate family member drove the POV to the PDS and the POV use was in the Government's interest.

B. Allowances

1. 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 PDS.

2. Expenses allowed for emergency storage of a civilian employee's POV include:

- a. Actual POV storage expenses.
- b. Readying the POV for storage and then for return to the traveler after the emergency has

ended.

- c. Local transportation expenses to and from storage.
- d. Other necessary expenses relating to POV storage and transportation.

3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

C. Advance of Funds. An advance for transportation and emergency storage of a POV may be paid limited to the estimated expenses amount authorized for that purpose.

060406. POV Shipment

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the civilian employee transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A civilian employee traveling on a separation order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

060408. Subsistence Expense at the PDS When Home is Uninhabitable

A. Eligibility. A civilian employee who is required to work at the PDS whose home is uninhabitable in connection with the evacuation may be eligible for allowances.

B. Allowances

1. A civilian employee is authorized special allowance for subsistence expenses under 5 CFR § 550.405(b) when he or she returns to the PDS to work. A dependent who is not allowed to return to the PDS and remains at the safe haven receives safe haven allowances while the civilian employee was required to work at the PDS.

2. A dependent who returns to the PDS with the civilian employee and whose home is uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to 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](#) and the OPM e-mail, "Employee & Dependents Return to PDS But their Residence Uninhabitable," November, 17, 2005.

060409. POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation

There is no authority to reimburse POV shipment or local travel at the safe haven incurred during an evacuation from CONUS or a non-foreign location OCONUS:

060410. Limited Evacuations

A. Eligibility. A civilian employee or his or her dependent residing at or in the vicinity of the PDS in a CONUS or a non-foreign OCONUS location is eligible for evacuation allowances when the appropriate official in par. 060101 orders or authorizes the limited evacuation.

B. Allowances

1. Transportation is for one round trip from the civilian employee's evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

2. Per diem is as specified in par. 060408 while at the safe haven location. [See Computation Example](#).

060411. Allowances when an Evacuation is Canceled

Refer to the DSSR, Chapter 600, and 5 CFR §§ 550-406 and 550-407 for allowances and conditions for a civilian employee's dependent to return to the PDS when an evacuation is canceled.

060412. Family Visitation Travel (FVT) during an Evacuation

A. Eligibility

1. A civilian employee who is a U.S. citizen assigned to a foreign PDS OCONUS for a tour of duty that lasts more than 1 year may be eligible for FVT if he or she (10 U.S.C. § 1599b and 22 U.S.C. § 4081):

a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.

b. Has an *immediate* family member who was evacuated from his or her foreign PDS.

Table 6-24. Travel for FVT (Authorized or Approved by the AO)	
Authorization	Limitation of EVT Visit
<ul style="list-style-type: none"> ● A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit <i>immediate</i> family members who were evacuated from the civilian employee's foreign PDS. ● If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the 	<ul style="list-style-type: none"> ● Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period. ● More than two visits in a year to a foreign location

Government has already incurred for the FVT.	must first be authorized.
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2. A civilian employee may request an exception to the time requirements specified in Table 6-25 for FVT to a foreign location through the Secretarial Process. Valid reasons must consider workload and scheduling.

Table 6-25. Time Requirements for FVT Eligibility		
Limitation	FVT Destination	
	CONUS/Non-Foreign Location OCONUS	Foreign Location
Minimum Time at Current PDS	Minimum of 3 months after the family members complete either of the following: <ul style="list-style-type: none"> • Evacuation from the foreign PDS. • Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country. 	After the family members have been evacuated for 4 weeks.
Intervals between FVT Trips	Minimum of 3 months.	Minimum of 4 weeks.
Scheduled Time Left at Current PDS	FVT trips are not permitted within the final 3 months before the civilian employee’s scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation.	FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates.

B. Allowances. FVT is a discretionary allowance and is not authorized for travel within the country of assignment. To the maximum extent possible, FVT must be combined with official required travel.

1. Transportation. The AO determines the authorized transportation mode. The provisions for transportation specified in Chapter 2 apply to FVT. Reimbursement for transportation is limited to the policy-constructed airfare between authorized locations.

a. If a POV is used, the mileage reimbursement is based on the “other mileage rate” specified in Chapter 2.

b. Indirect routing is allowed only when official duties must be performed en route or when it is to the Government’s advantage to purchase a ticket in foreign currency at an intermediate point.

c. Excess and near excess foreign currencies must be used to the maximum extent feasible.

2. Miscellaneous Reimbursable Expenses. 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. When travel is by POV, mileage is paid at the TDY mileage rate instead of actual expense, and is limited to the Government-procured transportation cost between authorized locations. Table 6-26 lists the reimbursable expenses authorized and not authorized during FVT. Reimbursable transportation costs include the actual ticket cost and those identified in Table 6-26 when not included as part of the ticket cost.

Table 6-26. Reimbursable Expenses for FVT	
Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	Allowances and Reimbursements not Authorized
<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Per diem or meal tickets. ● Excess accompanied baggage. ● Unaccompanied baggage. ● Ground transportation from the permanent duty station (PDS), home, or destination to the airport and return. ● Terminal parking fees.

3. FVT is to a CONUS or non-foreign location OCONUS

a. No more than two round trips to the CONUS or non-foreign location OCONUS may be authorized during a single year.

b. For FVT purposes, a year starts on the evacuation date of the civilian employee's family or the date of return to the PDS OCONUS from RAT.

c. The total cost of visitation travel during a 1-year period may not exceed the cost of two economy or coach class round trips to the family's residence.

d. One FVT may be permitted for each full six-month period of service at an evacuated PDS OCONUS.

e. A civilian employee's absence from the PDS for FVT is limited to a total of 48 calendar days in 1 year, including travel time, but excluding days on duty or in an official travel status. An FVT visit should not exceed 24 calendar days, including travel time.

f. A civilian employee is expected to spend a minimum of 7 days per visit in the CONUS or non-foreign location OCONUS.

4. FVT is to a Foreign Location

a. More than two visits to family members who are at a foreign location may be allowed during a 1-year period provided that:

(1) The trips' cost does not exceed the cost of two economy or coach-class round trips to the civilian employee's actual residence.

(2) The cost of each economy or coach-class round trip does not exceed the policy-constructed cost of a round trip to the civilian employee's actual residence. The policy-constructed cost is calculated at the time the first trip is taken and applied to subsequent trips.

b. A civilian employee's absence from the PDS may not exceed:

(1) A total of 48 calendar days in 1 year. This includes travel time, but does not include days on duty or in an official travel status.

(2) Forty-eight calendar days divided by the fractional part of 1 year to ensure the number of days FVT is taken does not exceed the portion of the calendar year during which the benefit has accumulated.

C. Funding. The civilian employee's command funds the FVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Directions on how and when to charge leave related to FVT are in [DoDI 1400.25, Vol 630](#) (DoD Civilian Personnel Management System: Leave) and [DoDI 1400.25, Vol 1260](#) (DoD Civilian Personnel Management System: Home Leave), both dated March 19, 2015 and incorporating Change 2, effective May 8, 2015.

CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020-10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence of Reserve Component (RC) Member in App A.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based

allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is

the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA eligibility starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

Table 10a-1: Date to Start BAH or OHA (Member With Dependents)

Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the Qtrs are declared inadequate	on which designation of inadequacy of Qtrs is effective, if the member and dependents continue to occupy such Qtrs.

Table 10a-1: Date to Start BAH or OHA (Member With Dependents)		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
5	acquires a dependent (marriage, birth, adoption, etc.) ²	the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date. ³ Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. ⁴
7	claims dependent parent	determined/approved by authority shown in Table 10B-1 or 10B-2.
8	claims doubtful dependent	

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

³

- a. Applies to sole dependent of officer or enlisted member.
- b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
- c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
- d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

⁴ If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

Table 10a-2: Date to Stop Housing Allowances - Changes in Dependency Status		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	dies	of death.
2	is divorced ¹	of the final decree of divorce. ¹
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ²
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoD FMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or	before date of adoption.

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	decree has been entered	
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

⁴ See par. 10108 regarding dependents over age 21.

Table 10A-3 Date to Stop BAH or OHA - Other than Dependency Status Changes		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished Gov't Qtrs at the PDS, adequate for the member and dependents	before the day Qtrs are assigned, or before the day occupancy begins, if definite assignment was not made. ¹
2	is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day Qtrs are furnished.
3	and dependents occupy inadequate Gov't Qtrs which are rehabilitated and designated as adequate Gov't Qtrs	before the effective date of re-designation as adequate Gov't Qtrs.
4	is absent without leave	Table 10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

¹ When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov't housing. The advance may be made at any time during a member's tour at the station concerned. It also may be

authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.
2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child(ren) is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child(ren) (pars. 10120, 10122, 10124, 10126 and 10206).

10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized [BAH-Partial](#).

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.
5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical

treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Gov't Qtrs for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. This authority expires 31 December 2017.

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary concerned that the member has incurred higher housing costs in an

MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses.

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage and utility expenses) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

Authorized Location	Effective Date	Termination Date
Klamath Falls, OR (OR373)	07-19-16	12-31-16

10020 OHA - GENERAL

Note 1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

Note 2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

Note 3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

Note 4. Disciplinary action may apply when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See the [responsibilities of the Overseas Command/Commander, Senior Office and Country Allowance Coordinator](#). There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (see par. 10026 and [the DTMO Website](#) for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average “move in” costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and MALT Plus. OHA is not payable on the arrival day when MALT Plus per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member’s PDS except as indicated in Part E or par. 10400-B or 10402-B.

D. OHA Calculation. OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detailed computation procedures see App K.

E. OHA Unique Expenses. In some OCONUS locations members incur housing expenses for items that are not incurred in CONUS. Under the procedures in App K, par. L, reimbursement may be authorized for specific locations and specific types of expenses.

10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term “private sector housing” includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the [OHA](#). The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. 10022-C for a member owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction

does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. See **Note** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A Service member authorized MIHA "Miscellaneous" (see par. 10026 and the DTMO Website for specific rules) receives a full rather than prorated allowance. Only one sharer may claim reimbursement for any individual rent, security, or infectious disease related expense.

Note: A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member owned private sector dwelling. Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.
2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

- (1) Renovating: Restoring to a previous condition, as by remodeling.
- (2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.

c. To determine the monthly OHA rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' starts from the loan start date.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

- (1) Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300;
- (2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S.

Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

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

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

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

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

Note: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. 10000-A) on a prorated amount of the net allowance,
4. Is paid to a member 'without dependent' (who is not a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, the locality climate code and the utility point score determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points for App K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total utility point score use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

10026 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to a **Service** member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs. In most cases, a **Service** member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent, MIHA/Security and/or MIHA/Infectious Disease related expenses. Instructions for completing this form are found in [the DTMO Website](#). Various surveys are sent to **Service** members in private sector leased housing to document utility and

move in expenses. They are discussed [on the DTMO Website](#).

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
 - a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;
 - b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
 - c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).
4. The four MIHA payment types are:
 - a. MIHA/Miscellaneous. [MIHA/Miscellaneous](#) reflects average expenditures made and reported by [Service](#) members to make their dwellings habitable. See [the DTMO Website](#) to determine reportable/non-reportable MIHA Miscellaneous expenses and the [Overseas Housing Allowance Query](#) to determine the amount payable. Only one payment is authorized at a PDS unless par. 10026-B2 applies.
 - b. MIHA/Rent. Homeowners are ineligible. MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the [Service](#) member must pay before/upon occupying a dwelling. Expenses deferred until lease termination are not MIHA/Rent. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed ([See the DTMO Website](#)).
 - c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a [Service](#) member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See [the DTMO Website](#) for qualifying areas and additional rules.
 - d. MIHA/Infectious Disease. MIHA/Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. See [the DTMO Website](#) for additional rules.
5. Each [Service](#) member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the [Service](#) member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a [Service](#) member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each [Service](#) member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease, only one sharer may claim the individual expense. See [the DTMO Website](#).
6. Acceptable claims for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease must include proper documentation and detailed receipts for all expenditures must be provided.

10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - a. Law,
 - b. Local custom for everyone, including local nationals, or
 - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

Note: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations must not be considered.

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.
7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov't owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does not authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.

10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

A. General. A member is entitled to OHA at the with dependents rate even if the member's dependent spouse receives a living quarters allowance (LQA). See [DSSR, Chapter 100, Section 130](#) and the [DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250](#). Questions pertaining to LQA should be directed to the employee's CPO/CPAC.

B. JTR Limitations. The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.

CHAPTER 10: HOUSING ALLOWANCES**PART E: ASSIGNMENT SITUATIONS****SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE****MEMBERS ONLY****10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE****A. General**

1. The FSH allowance is based upon a separation resulting from military/uniform orders.
2. Once a member elects to serve an unaccompanied tour, dependent transportation to the PDS is not authorized at Gov't expense.
3. FSH is payable to a member, with dependents, for added housing expenses resulting from separation from the dependents when a member is assigned to a/an
 - a. OCONUS PDS on an unaccompanied/dependent restricted tour, or
 - b. PDS in CONUS to which concurrent travel has been denied.
4. General conditions are:
 - a. Dependent transportation to the PDS is not authorized at Gov't expense under [37 USC §476](#);
 - b. Dependents do not reside in the PDS vicinity; and
 - c. Gov't Qtrs are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. 10414-B1 and 10414-B2. FSH-B is payable in a monthly amount equal to the without dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount up to the without dependent OHA rate applicable to the member's grade and PDS.

1. **FSH – BAH Based Location (FSH-B).** Payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Gov't Qtrs are not available and the member has obtained private sector housing.
2. **FSH – OHA Based Location (FSH-O).** Payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. 10022), utility/recurring maintenance allowance (par. 10024), MIHA (par. 10026), and advances (par. 10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under [37 USC §476](#), just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under [37 USC §476](#), because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;

3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or
4. Member elects not to occupy available assigned Gov't Qtrs and resides in a private sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.
2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90 day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.
3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B. FSH-O/FSH-B is not authorized if the dependent(s) who is not visiting is a dependent student because the residence of a dependent student is considered to be the member's PDS or the designated place of the other dependents ([37 USC 476\(m\)](#)).
4. For consistent action on FSH changes with other housing allowances see par. 10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. 10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. 10404.
2. Gov't Caused delays. See par. 10406.
3. Early return of dependents. See par. 10410.
4. Evacuation. See par. 10426.
5. Concurrent Dependent Travel Denied in CONUS. See par. 5136.

G. Decision Logic Table

Table 10E-11: Conditions Affecting FSH Authority		
RULE	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS or the day the member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Gov't Qtrs	Continues through the day before the day Gov't Qtrs become available for assignment
5	Enters a non-pay status	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues ¹

¹ Payment must be supported by member's certification that the member maintained private sector housing at the PDS.

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 (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. The approval authority is 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) Economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not “other than economy or coach travel.” This type of seating normally provides extra leg room and requires an additional fee. The order issuing official must authorize or approve use of this seating service for it to be reimbursable by the Government.

(3) 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 (Service 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 (Service 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) (Service 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 (Service 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 (Service 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) (Service 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 (Civilian 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 (Civilian 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.

CODE SHARE. 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.

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 (Service 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 (Service 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 (Service 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 (Civilian 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) (Service 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 [the DTMO website](#) for the designated locations to which consumable goods shipments are authorized.

1. Foodstuff.: Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.

2. **Personal Maintenance.** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.

3. **Household Maintenance.** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

B. **Exclusions.** Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.

CONTIGUOUS UNITED STATES. The 48 contiguous States and the District of Columbia.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations. See [37 USC §101](#).

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of a member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12304a](#), [§12305](#), or [§12406](#); Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. A U.S. flag air carrier that is under contract with the Gov’t to furnish employees, members, and other persons authorized to travel at Gov’t expense with passenger transportation service. This also includes GSA’s contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the	DoD Education	Defense Finance and	National Geospatial	

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
Navy (including the Marine Corps)	Activity (DoDEA)	Accounting Service (DFAS)	Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency/Central Security Service (NSA/CSS)	
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

DEPENDENT (Service 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 GSBICA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBICA 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, [GSBICA 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 GSBBCA 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](#).

DEPENDENT/IMMEDIATE FAMILY (Civilian 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 GSBICA Decisions. [GSBICA 15947-RELO, 31 March 2003](#); [GSBICA 15382-RELO, 20 December 2000](#); [GSBICA 15207-RELO, 19 May 2000](#); [GSBICA 14673-RELO, 9 December 1998](#); and [GSBICA 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. GSBICA 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, GSBICA 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 [GSBICA 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 (Service 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. Service 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 CONUS, non-foreign OCONUS, or 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. **Civilian 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 (Civilian 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 (Service 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 (Civilian 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:
- Unable to perform a major life activity that the average person can perform; or
 - 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 physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
 - A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
 - 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:

- 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.
- 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 (Civilian employees only). An adult in a domestic partnership with an employee of the same sex.

DOMESTIC PARTNERSHIP (Civilian employees only). A committed relationship between two adults of the same sex, in which they:

- Are each other’s sole domestic partner and intend to remain so indefinitely;
- 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. **Service 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. **Civilian 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 (Service 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. **Service 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. **Civilian 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 (Civilian employees only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian 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 (Civilian 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. Civilian 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 (Service 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 (Civilian 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 (Civilian employees only). One who provides the accounting data for authorized/ approved travel orders or order amendments.

FUNDING ACTIVITY (Civilian 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) (Service 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) (Service 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. Service 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. Civilian 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. Service 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 the DTMO website.
 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. **Civilian employees only**: Must be of reasonable size and fit into a moving van.

6. Boat/Personal Watercraft

a. **Service 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. **Civilian 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 (Civilian employees only); and

19. UB ICW long-term TDY (Civilian employees only).

D. Items Acquired after the PCS Order Effective Date (Service 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 (Service 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) (Civilian 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 (Civilian employees only). See Dependent/Immediate Family.

INACTIVE DUTY TRAINING (Service 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 (Service 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) (Service 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 (Civilian 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 (Service 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 (Service 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 (Service 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.

MARRIAGE (Civilian 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 (Service 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).

Civilian 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 (Service 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. **Service 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. **Civilian 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. Service 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 (Service 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 (Civilian 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 (Service 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 (Service 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. Service Members Only. PCS and COT/IPCOT travel.

B. Civilian 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).

Service 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 (Service 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 (Service 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) (Civilian 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 (Service 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. **Service 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. **Civilian 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 (Civilian employees only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (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 (Civilian employees only). See Permanent Duty Travel.

SERVICE AGREEMENT (Civilian 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 (Service 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. Service 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. **Civilian 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 (**Service 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 (**Civilian 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) (**Civilian 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 (Service 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, Anathath, 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 (Civilian 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 (Civilian 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. **Service 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 (Service 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 (Service 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 (Service 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 (Civilian 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 (Civilian 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 (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 (Service members only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Service members only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Service members only)
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (Service members only)
BAH-DIFF	Basic Allowance for Housing – Differential (Service members only)
BAH-RC	Basic Allowance for Housing – Reserve Component (Service members only)
BAH-T	Basic Allowance for Housing – Transit (Service members only)
BAS	Basic Allowance for Subsistence (Service 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 (Service members only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Service members only)
CTD	Civilian Travel Determination (Civilian employees only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services

Acronym	Meaning
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Service members only)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (Civilian 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 (Service 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
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUL	Enhanced Use Lease
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (Civilian employees only)
FAM	Foreign Affairs Manual (Civilian employees only)
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FHA	Federal Housing Administration (Civilian employees only)
FSH	Family Separation Housing (Service members only)
FSH-B	Family Separation Housing – BAH Based Location (Service members only)
FSH-O	Family Separation Housing – OHA Based Location (Service members only)
FTA	Foreign Transfer Allowance (Civilian employees only)
FTR	Federal Travel Regulation
FVT	Family Visitation Travel (Civilian employees only)
FWS	U.S. Fish and Wildlife Service (Civilian 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 (Service members only)
HHT	House Hunting Trip (Civilian employees only)
HOR	Home of Record
HOS	Home of Selection (Service members only)
HSTA	Home Service Transfer Allowance (Civilian employees only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does <u>not</u> apply to any other form of personal credit card.

Acronym	Meaning
ICW	In Connection With
IDL	International Date Line
IDT	Inactive Duty Training (Service members only)
IE	Incidental Expenses
ILPP	(DoD) Integrated Lodging Program Pilot
IPCOT	In Place Consecutive Overseas Tour (Service members only)
IRS	Internal Revenue Service (Civilian employees only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Service members only)
ITRA	Income Tax Reimbursement Allowance (Civilian employees only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPS	Living Pattern Survey (Service members only)
LQA	Living Quarters Allowance (Civilian employees only)
LWOP	Leave Without Pay (Civilian 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
MAP	Military Advisory Panel
MEA	Miscellaneous Expense Allowance (Civilian employees only)
MHA	Military Housing Area (Service members only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Service members only)
MSC	Military Sealift Command (Civilian 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 (Service 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 (Service 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)

Acronym	Meaning
QTRS	Quarters
R&R	Rest and Recuperation Leave
RAT	Renewal Agreement Travel (Civilian employees only)
RC	Reserve Component
RIT	Relocation Income Tax (Civilian employees only)
RSC	Relocation Service Company (Civilian employees only)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (Civilian employees only)
SECDEF	Secretary of Defense
SES	Senior Executive Service (Civilian employees only)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (Civilian employees only)
SR&R	Special Rest and Recuperation Absence (Service members only)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TCS	Temporary Change of Station (Civilian employees only)
TDRL	Temporary Disability Retired List (Service members only)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance – OCONUS (Service members only)
TLE	Temporary Lodging Expense – CONUS (Service 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 (Civilian employees only)
TQSE	Temporary Quarters Subsistence Expenses (Civilian employees only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Civilian 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 (Service members only)
VA	Department of Veterans Affairs (Civilian 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 W: ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

- A. Authority. Only the locations listed in the table below 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. <u>Accompanied Tour Service Members</u> ⁵ b. <u>Unaccompanied Tour Service Members</u> . HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	<u>Service Members</u> (USN and USMC). Unaccompanied tour Service members limited to 600 lbs. of UB. ³
Greece, Souda Bay	<u>Service Members</u> (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. <u>Accompanied Tour</u> . 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. <u>Unaccompanied Tour</u> . 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. <u>Accompanied Tour</u> 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. <u>Unaccompanied Tour</u> . 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	<u>Service Members</u> (USMC). Unaccompanied tour Service members are authorized 600 lbs. of UB. ³
Japan, MCAS Iwakuni	<u>Service Members</u> (USMC and USN) 1. <u>USMC</u>

Location	Administrative Weight Limitation
	<p>a. <u>Accompanied Tour</u>. 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.</p> <p>b. <u>Unaccompanied Tour</u>. Unaccompanied tour Service members:</p> <p>(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.</p> <p>(2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</p> <p>2. <u>USN</u>. USN Service members assigned to USMC commands will follow the USMC policy. USN Service members assigned to a USMC command ³.</p>
Japan, Okinawa	<p><u>Service Members</u> (USMC and USN)</p> <p>1. <u>USMC</u></p> <p>a. <u>Accompanied Tour</u> ⁵</p> <p>(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.</p> <p>(2) Service Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned.</p> <p>b. <u>Unaccompanied Tour</u></p> <p>(1) Unaccompanied tour Service members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</p> <p>(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.</p> <p>(3) HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the USMC administrative HHG weight limits.</p> <p>2. <u>USN</u>. Accompanied and unaccompanied USN Service members assigned to:</p> <p>a. Non-USMC commands are authorized the full HHG weight allowance.</p> <p>b. USMC commands will follow USMC policy. ^{3, 5} Contact Personnel Support Detachment, Okinawa for more information.</p>
Japan, Torii Station	<p><u>Service Members</u> (USA). USA unaccompanied tour Service members limited to 25% of the HHG weight allowance.^{2d}</p> <p><u>Civilian Employees</u> (USA). USA unaccompanied tour civilian employees, assigned to furnished Gov't Qtrs, limited to 4,500 lbs. (25% of the HHG weight allowance).^{2e}</p>
Korea (Except Chinhae, Osan &	<p><u>Service Members</u> (USA)</p>

Location	Administrative Weight Limitation
Detachment 452 Wonju)	1. <u>Accompanied Tour</u> . Limited to 50% of the HHG weight allowance. ^{2a, 2c} 2. <u>Unaccompanied Tour</u> . Limited to 25% of the HHG weight allowance. ^{2a, 2d}
Korea, Mujuk	<u>Service Members</u> (USA/USMC). Unaccompanied tour Service members (dependent restricted) limited to 600 lbs. of UB.
Kuwait	<u>Service Members</u> 1. <u>All Services</u> . Unaccompanied tour Service members limited to 1,000 lbs. of HHG. 2. <u>USA</u> . Accompanied tour Service members. ⁵ 3. <u>USAF</u> . Accompanied tour Service members. ⁵ 4. <u>USMC</u> . Unaccompanied personnel ³ ; accompanied personnel. ⁵ 5. <u>USN</u> a. Accompanied tour Service members ⁶ b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490. <u>Civilian Employees</u> . HHG limited to 350 lbs. unless specified in the travel order.
Poland, Redzikowo	<u>Service Members</u> (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. <u>Civilian Employees</u> (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	<u>Service Members</u> (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 <u>Civilian Employees</u> (USAF). Civilian employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). ¹
Qatar, Doha	<u>Service Members</u> 1. <u>All Services (except USAF) Assigned to AI-Udeid AB</u> a. <u>PCS</u> . A Service member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size. b. <u>TDY</u> . 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	<u>Service Members</u> (USN). Unaccompanied tour Service members on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12

Location	Administrative Weight Limitation
	<p>months are limited to excess baggage.</p> <p>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.</p>
<p>Saudi Arabia, Eskan Village (US Military Training Mission (USMTM))</p>	<p>Service Members:</p> <ol style="list-style-type: none"> 1. USA, USAF, and USMC. 2,500 pounds or 25% of the full HHG weight allowance, whichever is greater. 2. USN. 2,500 pounds or 25% of the full HHG weight allowance, whichever is greater. If the orders conflict with App W consult with the member's detailer and include NAVSUP HQ in the correspondence. Refer to NAVSUP Pub 490 for detailed guidance or see Navy HHG and Personal Property. Email contact address is hghhelp@navy.mil. <p>Civilian Employees. 4,500 pounds for HHG, plus the unaccompanied baggage allowance in par. 5648-A1.</p>
<p>Thailand</p>	<p>Service Members (USA)</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Joint US Military Advisory Group Thailand (JUSMAGT) b. Armed Forces Regional Institute of Medical Sciences (AFRIMS), c. Regional Office in Charge of Construction (ROICC), d. Naval Facilities Engineering Command (NAVFAC), or e. Joint Personnel Accounting Command (JPAC). <p>Civilian Employees (USA). USA civilian employees limited to 4,500 lbs. (25% of the HHG weight allowance).^{2a, 2e}</p>
<p>Turkey, Incirlik AB</p>	<p>All inbound personnel:</p> <ol style="list-style-type: none"> 1. Are limited to unaccompanied baggage (via expedited air shipment) or 10% of their HHG weight allowance, whichever is less; and 2. Will be assigned furnished units,
<p>Turkey, Izmir AB</p>	<p>Service Members. 2,500 lbs. or 25% of the full HHG weight allowance, whichever is greater, plus unaccompanied baggage.</p> <p>Civilian Employees. 4,500 lbs. for HHG (25% of the HHG weight allowance).</p>
<p>Diplomatic Missions</p>	<p>Service Members (USA). USA Service members limited to 25% of the HHG weight allowance.^{2a-2d}</p> <p>Civilian Employees (USA). USA civilian employees limited to 4,500 lbs. (25% of the HHG weight allowance).^{2a, 2e}</p>
<p>Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders</p>	<p>Service Members (USMC). USMC Service members:</p> <ol style="list-style-type: none"> 1. Assigned as Watchstanders and Detachment Commanders are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater. UB transportation is to/from/between Diplomatic Missions supporting the Department of State.

Location	Administrative Weight Limitation
	<p>2. Are not authorized to ship HHG to the MCEsGBn School in Quantico, Virginia.</p> <p>3. Are not authorized to ship HHG or UB from the MCEsGBn School to the first Diplomatic Mission assignment.</p>

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.