THE JOINT TRAVEL REGULATIONS (JTR)

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

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JOINT TRAVEL REGULATIONS

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1 JANUARY 2018

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 138-17(I) -- 2018 Government Meal Rates. Updates Government Meal Rates for CY 2018. Affects Appendix A.

MAP/CAP 149-17(I) – Update Paragraph References to the Revised Chapter 5, Section 1. Updates paragraph references in the revised JTR, Chapter 5, Section 1 throughout the current JTR. Affects pars. 020302.A, 020501, 020502-E, 020503, 020504.B, 031102-C1, 032002-B, 032904-B, 060105-B**,** 060202-C**,** 0603, Table 6-21, 9000.B, Note, 9185-A3, 9225, 10016, 10026-B3c, 10306-F, 10402-B5e, 10404-A2e, 10406-A4, 10408-A, 10414-F5, 10416-A2, 10428-E1e(2), Appendix A (DEPENDENT, DESIGNATED PLACE, HOME OF SELECTION, HOUSEHOLD GOODS, HOUSEHOLD GOODS WEIGHT ADDITIVE, POV SPARE PARTS).

MAP/CAP 151(I) – Move Appendices I and T to the DTMO Website. Moves the information in Appendix I to the DTMO Website. Also moves portions of paragraph 010206 to the same location on the DTMO Website. Incorporates Appendix T in the Appendix I rewrite and so eliminates Appendix T.

MAP/CAP 152(I) – Move Appendix X, Pars. B1, B3, and B4 to the DTMO Website. Moves the information in Appendix X Par. B1 to its own location on the DTMO website. Moves Appendix X, Pars B3 and B4 to the DTMO website with the Travel Order content. Removes these paragraphs from the JTR. Retains Appendix X, Paragraph B2 in the JTR. Affects Appendix X and pars. 0305, 030501, and 050410.

MAP/CAP 153-17(I) – Delete Appendix X, par. A2, "DoD Travel System Pilot". Deletes Appendix X, par. A2, "DoD Travel System Pilot" from the JTR. Pilot ended 1 December 2017 and the travel policies and regulations related to the program are no longer in effect. Affects Appendix X, par. A2.

MAP/CAP 154-17(I) – Moves language from the JTR Appendix X to JTR Table 2-16 – Lodging TMC Transaction Fee. Moves language, which only allows reimbursement of the TMC transaction fee when a traveler personally procures lodging and the TMC is not available, from Appendix X to Table 2-16. Affects par. 020303, Table 2-16.

MAP/CAP 158-17(I) – Reformat Appendix X, Par. A1d. Reformats Appendix X, Par. A1d.

MAP/CAP 160-17(I) – Moves Appendix X, par. A1 to the DTMO Website and Updates JTR 020303 Lodging Section. Removes Appendix X, par. A1 from the JTR. The information contained in Appendix X, par A1 will be moved to the DTMO website at www.defensetravel.dod.mil/Docs/AP-ILPP-01.pdf. The Lodging section of the JTR, specifically JTR 020303 was edited to add language contained in Appendix X, A1 to ensure the guidance that is being transferred to the website clarified in the regulation as well. There is no change in authority with this revision. Affects Appendix A and par. 020303.

MAP/CAP 161-17(I) – Moves Appendix X, par A1, Lodging Programs. Move the information contained in Appendix X, par. A3 to par. 020303. B and moves JTR 032901.C4 to 0329 for clarity. There is no change in authority with this revision. Affects Appendix X, and pars. 020303-B, 032901-C, and 0329.

MAP/CAP 162(I) – Move Appendix X, Paragraph B2, to the DTMO Website. Moves the Excess Cost Agreement sample that is required in par. 033102 from Appendix X to the DTMO website. Affects par. 033102 and Appendix X.

MAP/CAP 163-17(I) – Delete Erroneously Placed Asterisk in Table 2-15. Deletes an erroneously placed asterisk in Table 2-15.

MAP 164-17(I) – Emergency Leave Authorization for Members and Dependents. This item adds wording to clarify that members traveling alone or with one or more dependents, as well as one of more dependents traveling without the member, may be authorized emergency leave, not just a member *or* just one dependent. Affects par. **040201.**

MAP 165-17(E) – Change Authority to Terminate an Evacuation or Designated Place Order. This item changes the authority to terminate an evacuation or order to a designated place, to align with the authority for Service member's dependent(s) in the CONUS (rather than foreign locations). P&R authority will no longer be required. Affects pars. 060103-Table 6-5, 060103-C, 060107- Table 6-12, and 060107-B3.

MAP 166-17(I) – Remove Erroneous Language in par. 080103-A1b. Removes erroneous language in par. 080103-A1b.

CHAPTER 1: GENERAL POLICY

0101 BASIC TRAVEL RULES

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

010101. Travel Categories

The categories of travel addressed in the JTR are:

A. Temporary Duty (TDY) Travel.

B. Government-funded Leave Travel.

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

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

E. Evacuation Travel.

010102. Guiding Principle

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

010103. Traveler Responsibilities

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

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

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

010104. Service or Agency Responsibilities

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

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

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

0102 OTHER BASIC TRAVEL INFORMATION

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

010201. Key Participants

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

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

Table 1-1. JTR Travelers*

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

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

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

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

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

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

010202. Requirement to Travel

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

010203. Travel Status

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

A. Travel Status Qualifiers. A travel status includes:

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

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

3. PCS travel.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 1-3. Travel Status End Locations for a Traveler Other Than Aircrew Member or Courier			
When a Service member returns…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Terminal.	Home.	N/A	Terminal. "Returns to" refers to "wheels down."
	Office, and performs duty there.	Home.	Office.
	Another duty or arrival point within the PDS. "Another arrival point" is never a transportation terminal.		The other duty or arrival point within the PDS before going to the transportation terminal.*
**This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*			

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

Table 1-4. Aircrew Member or Courier Travel Status Start Locations			
When a Service member departs…	**And proceeds to…**	**And then to…**	**Travel Status Starts when Service member departs from…**
Home.	Office, and does not perform duty there.	Flight operations or a terminal within the limits of the PDS.	Terminal. "Departs from" refers to "wheels up."
	Flight operations or a terminal within the limits of the PDS.	N/A	
	Office, and performs duty there.*	Flight operations or a terminal outside the limits of the PDS.	Office.
	Flight operations or a terminal outside the limits of the PDS.	N/A	Home.
** Disregard travel to and from the office if the Service member performed no duty there.*			

Table 1-5. Aircrew Member or Courier Travel Status End Locations			
When a Service member returns to…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Flight operations or a terminal within the limits of the PDS	Home	N/A	Terminal. "Returns to" refers to "wheels down"
	Office, and does not perform duty there		
Flight operations or a terminal outside the limits of the PDS	Office, and performs duty there*	Home	Office
	Home	N/A	Home
**Disregard travel to and from the office if the Service member performed no duty there.*			

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

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

010205. Defense Travel System (DTS) Use

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

010206. Travel Authorizations and Orders

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

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

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

Table 1-6. Time Limits for Travel Orders

TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.*	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.	• Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)). • Civilian PCS orders are valid for 1 year from the civilian employee's transfer or appointment date. See par. 5518 for exceptions.
**Effective May 1, 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.*		

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

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

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days

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

	Officer or civilian equivalent) may authorize or approve the TDY.	Headquarters.

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

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

a. Approve the authorization or order as written.

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

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

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

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

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

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

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

a. Duties are temporary in nature.

b. Assignment is for a reasonable period of time.

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

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

0103 FINANCIAL RULES

010301. Receipt Requirements

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

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

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

010302. Duplicate Payments and Fraudulent Claims

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

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

0104 UNIQUE STATUS OR CONDITION

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

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

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

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

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

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

CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

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

020101. Transportation Allowance

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

A. Provide Government transportation.

B. Purchase commercial transportation on behalf of the traveler.

C. Reimburse the traveler for personally purchased transportation.

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

020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. 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 July 28, 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	
● 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	● 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. *(effective July 28, 2017)* ● When the scheduled flight exceeds 14 hours and travel is to or from a location OCONUS unless the traveler is required to travel overnight. *(effective July 28, 2017)*	
Rest Stops En Route	
● 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.	● 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.

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

2. When Government transportation is not directed, commercial travel by airplane, train, bus,

or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.

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

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

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

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

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

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

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

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

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

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

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

6. Productive time lost due to additional travel time.

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

8. Unavailability of practicable commercial transportation.

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

020204. Distance Determinations

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

A. In and around the PDS or TDY sites.

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

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

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

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

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

020205. Separate Legs of Travel

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

Table 2-2. Travel Between Any Two Official Points

1. Actual residence 2. Home of record 3. Primary residence 4. Privately owned vehicle-storage facility 5. Location of last move home for a Senior Executive Service civilian employee 6. Safe haven location 7. Consecutive overseas tours leave location	1. TDY location 2. Renewal agreement travel leave location 3. Permanent duty station 4. Passenger point of embarkation 5. Privately owned vehicle-unloading port or vehicle-processing center 6. A designated place	1. First duty station 2. Last duty station 3. Alternate location 4. Passenger point of debarkation 5. Privately owned vehicle-loading port or vehicle-processing center 6. Home of selection 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. See 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: ● Increase the number of foreign location aircraft changes made by two or more. ● Extend travel time by 6 or more hours. ● Require a connect time of 4 or more hours at a foreign interchange point.
a U.S. flag air carrier does not provide service on a particular flight segment,	a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.
a U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier,	a non-U.S. flag air carrier may be used. If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier. (59 Comp. Gen. 223 (1980)).
the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.
a non-U.S. Government source pays for transportation directly, or later reimburses by: ● A foreign government (for example, Foreign Military Sales funded with foreign customer	a non-U.S flag air carrier may be used.

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

Note: When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight

number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier. If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability document is needed.

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

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

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service 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. See 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	the AO may authorize or approve travelers to

Table 2-4. Travelers Changing Class of Service	
If…	**Then…**
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,	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 May 1, 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: ● When the TDY travel was identified. ● When travel reservations were made. ● The cost difference between economy or coach transportation and the business- or first-class transportation selected.
a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	
the following personnel are required for the mission: ● Federal advisory committee members; ● Special high-level invited guests; and	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.

Table 2-4. Travelers Changing Class of Service	
If…	**Then…**
• U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.	
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. See 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, seeTable 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**
• Emergency leave • R&R • FEML • Emergency visitation travel	• Personnel evacuations • Family visitation travel	• PCS • COT • RAT

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

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

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these

routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. 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, May 7, 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. See Chapter 5 for allowances related to unaccompanied baggage.

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

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

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

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

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

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

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

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

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

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

3. Baggage check-in fee at curbside.

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

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

F. Reimbursement When a TMC Is Not Available. When the AO certifies that a TMC is not

available to arrange the required official transportation, the traveler receives reimbursement for the actual authorized or approved transportation costs, including the transaction fee. The total transportation reimbursement must not exceed the policy-constructed fare that meets mission requirements.

020208. Reimbursement for Government Transportation

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

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

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

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

1. Gas and oil.

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

3. Bridge, road, or tunnel tolls.

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

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

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

020209. Rental Vehicle

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

1. Medical disability or other special need.

2. Mission requirements.

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

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

5. Government material for official business requires more space.

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

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

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

Table 2-8. Rental Vehicle Expenses

If…	Then…
a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained through a TMC.
the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
a daily administrative fee is charged due to the U.S. Government Rental Car Agreement, which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
a breathalyzer is required in a foreign country and it is used,	the breathalyzer fee is reimbursable if a foreign authority directed the driver to use it and the device shows that the driver was not impaired.

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. See 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).

Table 2-9. General Rules when Using a POV

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

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

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles

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

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles	
If…	**Then…**
	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,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
the AO determines that a rental car is more economical, but the traveler uses a POV,	
Vehicle v. Bus	
neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
Vehicle v. Commercial Airplane	
a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance
the policy-constructed airfare includes an airfare available through the GSA City Pair Program,	a -CA GSA City Pair Program airfare is not used when creating a policy-constructed airfare for comparison purposes.
the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.
Vehicle v. Train	
air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.

Table 2-11. Cost Comparison Rules for Using a POV	
If…	**Then…**
an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
Aero Club Aircraft v. Commercial Air	
the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.

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

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

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

I. Miscellaneous Reimbursable Expenses. If using a POV is more advantageous to the

Government, in addition to a TDY mileage allowance, a traveler may be reimbursed for the following:

1. Ferry fares.

2. Bridge, road, and tunnel tolls.

3. Parking fees in connection with official travel.

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

020211. Car Ferry Transportation

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

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

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

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

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

020212. Travel in and around the TDY Location

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

1. Lodging and duty site.

2. Duty sites.

3. Lodging or duty site and dining facility.

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

1. When authorized or approved, a traveler using commercial transportation may receive

reimbursement for local public transit system fares, taxi fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

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

C. Meals or Lodging Unavailable at Duty Site

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

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

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

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

020213. Ground Transportation

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

1. Taxis or limousines.

2. Buses.

3. Streetcars.

4. POVs.

5. Rental vehicles when authorized or approved.

6. Subways or other public transportation.

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

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

If…	Then…
a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.

Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities	
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. 050205 (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 DTMO website 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 adequate and 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 ordered to a U.S. installation is required to use Government quarters at an ILPP site, as these locations have been determined to be adequate based on DoD and Service standards. 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, at no cost to the traveler, is considered Government quarters. Lodging (at no expense to the traveler) may be booked without using the TMC outside the electronic travel system.

3. GSA's FedRooms Lodging Program and Government-contracted lodging not located on the traveler's assigned installation are ***not*** DoD Government quarters.

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

Table 2-14. Government Quarters Use	
If…	**Then…**
	location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.
adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

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

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

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

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

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

b. Any officer in a pay grade of O-7 through O-10 or Senior Executive Service (SES) employee 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 without a common perimeter and the Government quarters are located at a geographically separate part of the Joint Base from the duty location.

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: ● Parking fees. ● Utility connection, use, and disconnection fees. ● Electricity, gas, water, sewage, bath, and shower fees.

Table 2-15. Lodging Reimbursement Rules	
If…	**Then…**
	• Dumping fees.
a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
a traveler is lodged in a foreign area OCONUS,	the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.
no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.
**For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.*	

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. . When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (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 *(effective May 1, 2017)* dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before *or* after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
lodging is required on the day of departure from the TDY site,	the AO may authorize or approve *(effective May 1, 2017)* 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

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging	
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 area OCONUS,	reimbursement is not authorized.
a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,	reimbursement is not authorized.
a TMC is not available and the traveler incurs a transaction fee for arranging lodging,	the transaction fee is a reimbursable expense.

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

020304. M&IE Portion of Per Diem

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

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

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

Table 2-17. Types of Meal Rates	
Type of Rate	**Application**
Rate (GMR)	Government quarters and three meals a day are available in a Government dining facility on that installation. ● The GMR does not apply when the Service member is traveling. ● The GMR must be directed in the travel authorization.
Discounted GMR	The discounted GMR is the cost for food minus facility operating costs. A civilian employee is reimbursed the discounted meal rate if he or she is charged for food while supporting field duty operations.
Incidental Expense Only	Applies when all three meals are provided at no cost to the traveler. Table 2-18 explains which meals are deductible.

B. Determining if a Meal Is Deductible. Table 2-18 defines what is considered a deductible meal and what is not. 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.	*Effective May 1, 2017* 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 *not* at a meal time.

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

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

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

3. Is unable to eat an otherwise deductible meal due to medical restrictions, religious beliefs,

or requirements of the mission.

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

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

2. A dining facility is considered not available:

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

b. On travel days.

c. When an AO determines that:

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

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

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

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

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

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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: ● 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,	

Table 2-19. Considerations Impacting AEA		
If…	**And…**	**Then…**
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 *not* authorized.
more than 12 hours but less than 24 hours and *no* lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
more than 12 hours but less than 24 hours and lodging *is* required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
24 hours or more and *no* lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	• 75% 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.	• 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 *is* required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	• Lodging up to the per diem rate plus 75% 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.

**See 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 May 1, 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.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
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.
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*	

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel
excess of the authorized flat-rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used in accordance with the Travel and Transportation Reform Act of 1998. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.

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

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

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

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

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

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

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

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

A. Authorized Returns

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

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

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

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

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

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

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

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

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

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

020313. Tax Impact of TDY Travel on a Civilian Employee

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

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

B. Breaks Between TDYs. There must be a 7-month break between TDYs at one location to stop the IRS 365-day clock. When a TDY lasts less than 1 year at one location and the civilian employee

returns to the PDS and then returns to the same TDY location for another TDY, allowances for the second TDY may become taxable. The IRS may consider the second TDY a continuation of the first TDY if at least 7 months have not elapsed since the first TDY ended.

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

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

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

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

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

Table 2-23. IDL Impact on Per Diem

If…	Then…
crossing the IDL while traveling from West to East,	the traveler gains one day of per diem. 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. See 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 for 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 authorized or approved by the the AO).
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 authorized or approved by the the AO). 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 authorized or approved by the the AO).
10. Interpreter services (when authorized or approved by the the AO).
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

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air. See 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 authorized or approved by the the AO.

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 or required medical equipment as specified in par. 051304.

(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. 051302).

(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 par. 0514.

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

Table 2-25. TDY HHG Weight Allowance (Pounds)	
Grade Includes an RC member and an Army or Air Force officer holding a temporary commission	**Weight Allowance**
Officer Personnel	
O-10	2,000*
O-9	1,500
O-8 and O-7	1,000
O-6, O-5, O-4, W-5, and W-4	800
O-3, O-2, O-1, W-3, W-2, and W-1	600
Enlisted Personnel	
E-9	600**
E-8	500
E-7 to E-1, and Aviation Cadet	400
Service Academy Cadet or Midshipman	350
**The Secretarial Process may authorize additional weight, up to 2,000 lbs. (up to 4,000 lbs. total), for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.* ***A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, Sergeant Major of the Marine Corps, or Senior Enlisted Advisor to the National Guard Bureau, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the Service member's military career.*	

2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in Table 5-37, 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. 052007).

(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 Table 5-37 and par. 0514. 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 Table 5-37 and .par. 0514. 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 Table 5-37 and par. 0514 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 pars. 051403 and 0515 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. 051002 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, see 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. 051306-D.

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. 0518-A-A.

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. 0518-B.

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.

Table 2-26. NTS While on a TDY	
If…	**Then the last day of storage is…**
the TDY is pending an assignment OCONUS or to a ship,*	the departure day from the last TDY location before proceeding to a location OCONUS or to the assigned ship.
the TDY is in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.
For more information about the above situations, see 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. 052002. HHG stored as specified in par. 0518-A 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. See 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

See 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 Not Authorized…**
• For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, August 30, 1967). • For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see DoDFMR Vol. 7A, Military Pay Policy-Active Duty and Reserve Pay).	• For a Service member who travels or has a TDY within the PDS limits. • For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009). • At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. • For a Service member hospitalized at the PDS.

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

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

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

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

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

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

020605. Recruiting Expense Reimbursement

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

B. Allowances. A recruiter is authorized a reimbursement limited to $75 per month unless an exceptional monthly expense justifies exceeding this threshold for the actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist in the recruiting effort.

2. Parking fees at itinerary stops.

3. Official telephone calls.

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

5. Other small, necessary recruiting expenditures.

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

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

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

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

7. Reimbursement is not authorized for:

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

b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiter-Related Parking Expenses

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

1. Serving as a recruiter for the Armed Forces.

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

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

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

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

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

CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301 Routine Temporary Duty (TDY)

030101. Common Business Travel

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

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

2. Providing technical assistance.

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

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

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

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

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

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

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

0302 Conferences (Not for Training)

See Section 0321 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: ● 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 as established in accordance with Section 0206, 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 May 1, 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 on the DTMO website.

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 the DTMO website). 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).

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 the DTMO website).

6. Foreign military personnel.

030502. Consultants and Experts

A. Eligibility

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

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

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

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

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

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

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

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

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

0306 Pre-Employment Interview with DoD for Civilian Employment

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

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

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

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

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

C. Reimbursement

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

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

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

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

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

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

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

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

E. Interviewee Responsibilities. The interviewee is expected to exercise the same care in

incurring expenses that a prudent person would exercise if traveling on personal business.

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

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

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

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

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

0307 Justice and Criminal Matters

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

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

B. Allowances. See Table 3-2.

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

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

030702. Witness Is Not Employed by the Government

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

B. Adverse Action Case Involving Service Member or Civilian Employee. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

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

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

030703. Juror Travel

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

030704. Travel Associated with Sexual Assault

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

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

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

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

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

030705. Threatened Civilian Law Enforcement Officer

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

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

C. DoD Component Responsibilities

1. The DoD Component head can delegate the authority to authorize or approve payment of

transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

2. The DoD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from threats to civilian law enforcement officers.

D. DoD Risk Evaluation Process

1. When a situation occurs that appears to be life-threatening, the DoD Component must:

a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.

b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.

c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.

d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of par. 030705. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual to their home.

e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee's PDS.

3. The DoD Component must determine how long allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

030706. Travel for Disciplinary Action

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

B. Allowances. A Service member receives limited allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense for its Service member for

disciplinary action. Per diem is not authorized.

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

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

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

030707. Prisoner on Commandant's Parole

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

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

B. Allowances

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

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

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

b. Hospitalization.

c. A physical examination.

d. Discharge.

e. Other purposes incident to the parole.

030708. Guards Transporting a Prisoner

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

B. Allowances

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

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

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

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

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

030709. Paroled Prisoner

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

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

0308 Travel Related to Service Academies or Schools

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

A. Eligibility. An active-duty Service member ordered on TDY to take preliminary, entrance, or

final examinations for admission to a Service academy is eligible for travel allowances.

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

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

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

030802. School Board Member Travel

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

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

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

030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes

A. Eligibility. A student with disabilities identified in DoDI 1342.25, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under DoD Manual 1342.12 that one or both of them be present to:

1. Participate during an evaluation of the student.

2. Participate during diagnosis of a disability.

3. Escort the student.

B. Allowances. A student, parent, or guardian is authorized the standard travel and transportation allowances specified in Chapter 2 equivalent to those for a civilian employee on TDY.

030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A 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. 0502 for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with par. 5016.

3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:

a. The ship overhaul or inactivation location and the original home port.

b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).

4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).

5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.

2. Each opportunity may alternate between a Service member's or dependent's travel.

031103. Service Members Conducting Aerial Surveys

The standard travel and transportation allowances specified in Chapter 2 or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

031104. Army Corps of Engineers-Related Travel

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:

a. Meals are furnished at no cost to the traveler, no per diem is authorized.

b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.

c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.

2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.

2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician

Conditions	Mission-Driven Transportation
● Travel by aircraft for any distance when required as part of the assignment conditions. ● Be aboard an aircraft to make repairs or observe aircraft performance. ● Use air travel for expeditious duty performance in different geographical locations. ● Be aboard any type of Government aircraft on a scheduled or nonscheduled flight.	● Travel by aircraft for any distance is required with or without the civilian employee's consent when necessary for mission accomplishment or air is the only transportation mode available. ● A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. ● A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee's medical evacuation. See 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). 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 see 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 consult 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 par. 0502.

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 Travel)

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 C: DEPLOYMENTS, EXERCISES, MANEUVERS, WAR GAMES, AND CONTINGENCY OPERATIONS

0327 Routine or Rotational Deployments

The Services have missions that require routine and rotational deployments. These deployments are not specifically attached to a combatant command (CCMD) or a joint task force (JTF). It is the responsibility of the Senior Commander of the deployment to ensure equity of travel and transportation allowances among deployment participants.

032701. Deployment Allowances

A. Eligibility. Service members who participate in routine rotational deployments may be eligible for travel allowances.

B. Allowances

1. In preparation for the deployment an advance party often arrives at the planned deployment location to ensure operational readiness. Upon completion of the routine deployment, a rear party remains behind to ensure any actions necessary to vacate the location and end the event are completed.

2. Transportation modes are specified in the travel authorization and transportation allowances for the directed mode are as specified in Chapter 2.

3. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

4. A Service member on a routine rotational deployment should be in a group travel status with no per diem authorized for the trip to and from the deployment location. While at the deployment location, these participants are normally in a field duty status and receive no per diem.

5. The Secretary concerned may authorize per diem as specified in par. 020315 when lodging, meals, or incidentals are not provided.

6. The Secretary concerned may authorize a reduced per diem rate as authorized in par. 020315-D4.

0328 Exercises, Maneuvers, and War Games

Exercises, maneuvers, war games and similar events are all types of TDY intended to enhance military readiness. Advance parties and rear parties (par. 032701) are often used in these events. These events

may involve only one Service or multiple Services, one or more Joint Commands, CCMDs, JTFs, coalition forces from other counties, and any combination of these potential participants.

032801. Exercises, Maneuvers, and War Games Allowances

A. Eligibility. A Service member or a civilian employee who participates in field training exercises, practice maneuvers, simulated wartime operations, and JTF exercises (must be field duty) that enhance unit readiness and mission capability are eligible for travel allowances. The U.S. Coast Guard may be part of a JTF performing exercises, maneuvers, or war games and is eligible for travel allowances.

B. Allowances

1. Transportation modes are specified in the travel authorization and transportation allowances are as specified in Chapter 2 for the mode directed.

2. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

3. A participating Service member is normally in a field-duty status. No per diem is payable when lodging, meals, and incidentals are provided. However, per diem may be authorized as specified in par. 020315 when lodging, meals, or incidentals are not provided. If a status other than field duty is designated, then Service members receive the standard travel and transportation allowances specified in Chapter 2.

4. A civilian employee is considered in a field duty status. No per diem is payable when a Government dining facility (including meals ready to eat) and Government-provided lodging are available. "Government-provided lodging" includes non-transient barracks and tents. However, a civilian employees are authorized reimbursement for actual costs incurred for meals and lodging during the TDY. If a status other than field duty is designated, then a civilian employee receives the standard travel and transportation allowances specified in Chapter 2.

0329 Operational Deployments and Contingency Operations

The Secretary concerned may direct the use of Government contract quarters, when a Service member is assigned to a contingency operation for 181 or more days at one location, These contracted quarters may be at or near the U.S. installation and are specifically for Service members on the contingency operations. Directing the use of Government contract lodging off the U.S. installation does not permit directing the use of Government meal rate (GMR), however GMR can be directed when the location is in the AOR.

032901. Reimbursement Options

A. Eligibility. A Service member or civilian employee who is temporarily assigned to a CCMD or JTF for operational deployment or contingency operations, and performing duty under similar conditions within the same area of responsibility (AOR), may be eligible for travel allowances.

B. Allowances. The CCDR or JTF Commander determines the TDY allowances, as specified in Chapter 2, including designating Essential Unit Messing or field duty, and when personnel travels

together with limited or no reimbursement. The CCDR or JTF Commander must attempt to ensure that travel and transportation allowances in the AOR, and the requirements to receive them, are equitable among eligible travelers within the AOR.

1. The CCDR or JTF Commander may delegate, in writing, the authority to prescribe a different rate for lodging, meals, incidental expenses, or the entire per diem rate to a subordinate commander who directs the travel in individual travel cases.

a. Services must be notified, in writing, of delegations of authority.

b. The CCDR and JTF Commander's decision about what is payable must be stated in the travel authorization. The determination of the CCDR and JTF Commander supersedes what the AO puts in the TDY order.

2. The Secretarial Process for each Service may direct a TDY option different than the one used for a CCMD or JTF traveler who is either of the following:

a. Not located in the CCMD or JTF AOR, but operating in a support capacity.

b. Located in the CCMD or JTF AOR, but not part of the CCMD or JTF.

C. Special Rules for Deployment and Contingency Travel. If a Service member or civilian employee travels from one TDY location in an AOR to another TDY location within the same AOR, the standard per diem calculation rules in par. 020310-D do not apply. Instead, the CCDR or JTF Commander for the AOR or contingency operation establishes the per diem rate for the travel day between TDY locations within the AOR. If the availability of Government quarters and dining facilities changes between the two locations in the AOR, then the per diem is based on the new TDY location when authorized or approved by the CCDR, JTF Commander, or designee.

1. If a Service member or civilian employee travels from one location in an AOR to another location within the same AOR, the per diem does not change unless lodging meals or incidentals are not available and a statement of non-availability is provided.

2. If a Service member or civilian employee is traveling into or out of an AOR, then the rules specified in Chapter 2 apply for the regular travel days while en route between TDY locations. See computation example.

3. If a Service member or civilian employee consumes meals at the CCMD or JTF temporary dining facility and is charged the discounted Government meal rate (GMR), reimbursement is for the discounted GMR plus one of the following incidental expense amounts listed in Table 3-16.

Table 3-16. Incidental Expense Amounts	
If…	**Then the incidental expense amount is…**
the traveler is sent TDY to a location in the CONUS,	$5.00.
the traveler is TDY to a U.S. installation OCONUS and Government quarters are available on the installation,	$3.50.
the CCDR or JTF Commander determines that $3.50 is adequate,	$3.50.
the traveler's TDY location is not a U.S. installation,	the applicable locality incidental expense rate applies unless the $3.50 is adequate.

4. When a civilian employee is deployed to Afghanistan or Iraq to support ongoing contingency operations, the requirements for a TDY of 181 or more consecutive days do not apply. The authority to exceed 180 days for this type of a TDY was extended indefinitely by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum, "Extended Temporary Duty Assignments to Iraq and Afghanistan," dated January 6, 2014. Before travel begins, the travel authorization must cite the February 12, 2008, USD(P&R) memorandum, "Building Increased Civilian Deployment Capacity," as the waiver authority, which does not require Under Secretary of Defense for Civilian Personnel Policy review. This provision also applies to a non-DoD civilian employee if the travel authorization is DoD-funded.

032902. Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation

For allowances when a civilian employee in support of a contingency operation takes leave, see par. 020312. For purposes of this paragraph, an "authorized absence" refers to a period when a Service member is in an authorized leave status or when the Service member's absence is otherwise authorized under regulations prescribed by the Secretary concerned (37 U.S.C. § 474b(d)).

A. Eligibility. A Service member deployed in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be eligible for TDY lodging as a miscellaneous reimbursable expense provided all four of the following criteria are met:

1. TDY in support of a contingency operation for 31 or more days.

2. Performing duty away from home or the PDS immediately before taking the authorized absence.

3. Receiving per diem for lodging expenses.

4. Returns to the TDY location at the end of the authorized absence.

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member's PDS or home.

1. If the Service member was receiving per diem under the "lodging plus" method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.

2. If the Service member was receiving a long-term, flat-rate per diem allowance, then reimbursement of the actual cost of lodging at the TDY location is limited to what the Service member would have received if the authorized absence had not been taken.

032903. HHG Storage for a Service Member on TDY for an Operational Deployment or Contingency Operation

HHG storage for a Service member may be authorized as either "storage in transit" (SIT) or "special storage." See par. 020502 for allowances.

032904. POV Storage when a Service Member is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A Service member may be eligible to have one POV stored at Government expense when on a contingency operation for 31 or more days. The storage facility must be a commercial storage facility and the vehicle size must conform to the Surface Deployment and Distribution Command storage contract maximum standard size. The Secretarial Process may authorize or approve the storage of an oversized POV if the Service member requires the oversized POV for medical reasons.

B. Allowances. An eligible Service member may be authorized or approved the POV storage allowances specified in Chapter 5, Section 1.

032905. POV Storage when a Civilian Employee is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A civilian employee or dependent is eligible to have one POV stored at Government expense if the civilian employee is assigned a temporary change of station (TCS) in support of a contingency operation, including humanitarian operations, peacekeeping operations, and similar operations. The POV must be owned or leased for personal use by the civilian employee or dependent. Additionally, the civilian employee must be eligible for TCS allowances and the head of the Agency must determine it would be to the Government's advantage to authorize POV storage.

B. Allowances. The POV storage must be in a commercial storage facility. It may be at a place determined to be reasonable by the Agency concerned. Allowable expenses include POV storage preparation, actual storage cost, and POV preparation for removal from storage after the TDY is ended; transportation of the POV to and from the storage facility; and other necessary expenses related directly to POV storage and transportation. However, POV insurance costs while in storage are the civilian employee's financial responsibility.

CHAPTER 3: TDY TRAVEL

PART D: MEDICAL TRAVEL

Note: See par. 020601 for travel to a medical facility in the local area.

0330 Various Types of Medical Travel

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

A. Eligibility. A Service member who is an inpatient, in an outpatient status away from the permanent duty station (PDS), or who is assigned to a rehabilitation center, may be eligible for travel and transportation allowances. An "outpatient status" means that the patient is no longer assigned a bed, but is in a non-leave status. An outpatient is not medically able to return to duty, but is continuing treatment.

B. Allowances

1. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

2. An AO may approve reimbursement of occasional lodging when the Service member must retain lodging at the same or a prior TDY location (see par. 020305).

3. A Service member eligible for allowances under the Pay and Allowance Continuation Program receives the incidental expense portion of per diem (see DoDFMR, Vol. 7A, Chapter 13).

4. A Service member assigned to a rehabilitation center or activity for training or treatment is not authorized per diem when both Government quarters and a dining facility are available.

033002. Emergency Travel Due to Illness or Injury

A. Eligibility. A civilian employee who must discontinue TDY due to illness or injury may be authorized travel and transportation allowances based on the civilian employee's personal situation and the Service's or DoD's mission (see FTR § 301-30).

B. Allowances. The civilian employee should contact the AO immediately for instructions when TDY must be discontinued due to illness or injury. A civilian employee who returns to the PDS or home because of an incapacitating illness or injury is authorized the standard travel and transportation allowances specified in Chapter 2. Allowances for all other eligible travelers follow.

1. Per Diem

Note: Per diem is not allowed at the alternate location. An "alternate location" is a destination other than the civilian employee's PDS or the point of interruption where necessary medical services or emergency situations exist.

a. Per diem is authorized for a civilian employee who discontinues the TDY assignment and takes any type of leave due to an incapacitating illness or injury. However, it:

(1) Must not exceed the per diem rate for the TDY location at which the interruption occurs.

(2) May be continued at the location where the injury or illness occurred, or is being treated, for 14 or fewer days unless authorized by the Service or Department of Defense (DoD) Component.

b. Per diem is not authorized in the following circumstances while a civilian employee is confined to a hospital or medical facility:

(1) In the vicinity of the PDS.

(2) That is the same hospital or medical facility the civilian employee would have been admitted to had the injury or illness occurred at the PDS.

(3) If the civilian employee is paid or reimbursed for hospital expenses under any Federal statute, including for hospitalization in a Department of Veterans Affairs Medical Center or military hospital. However, the civilian employee receives per diem if medical expenses are paid under the Federal Employees Health Benefits Program while in a travel status (5 U.S.C. § 8901-8913).

2. Transportation. A civilian employee who interrupts the TDY and takes leave to travel to obtain medical services at an alternate location and then returns to the TDY may be authorized certain excess transportation costs. See Table 3-17 to determine excess transportation costs. Excess transportation costs are not payable for medical services obtained from the nearest hospital or medical facility because it is not considered an alternate location.

3. Attendant or Escort. An attendant or escort is only authorized transportation expenses, not per diem, to accompany a civilian employee. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA. Authorization may include either round-trip or one-way transportation between the PDS and TDY location (B-169917, July 13, 1970). A medical authority must certify that an attendant is medically necessary.

C. Reimbursement. Reimbursement may be authorized for excess travel costs. Calculate the excess travel costs by adding the actual travel costs from the interruption point, to the alternate location, and return to the TDY location and subtracting the total from the constructed cost of round-trip travel between the PDS and the alternate location. The “interruption point” is where a civilian employee discontinues a travel assignment because of an incapacitating illness or injury and includes the nearest hospital or medical facility capable of treating the civilian employee. These costs are computed as follows in Table 3-17.

Table 3-17. Calculating Excess Transportation Costs	
Type of Excess Cost	**Calculation**
Actual Travel	The transportation costs incurred to the per diem allowed for traveling from the interruption point to the alternate location and the per diem allowed for traveling from the alternate location plus the TDY assignment. The total does not include per diem while the traveler is at the alternate location because it is not authorized.
Policy-Constructed Travel	The transportation expenses that the traveler would have incurred for round-trip travel between the PDS and the alternate location plus the per diem allowed for the time spent traveling between those two places.
Compare the actual travel cost to the policy-constructed travel cost and pay the lessor amount.	

033003. Convalescent Leave Transportation

A. Eligibility. A Service member traveling due to illness or injury while eligible for hostile fire pay may be eligible for transportation allowances (37 U.S.C. § 481a).

B. Allowances. A Service member is authorized transportation from his or her place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or approved through the Secretarial Process, and from that location to any medical treatment location. If deemed necessary by the attending physician, additional trips may be authorized through the Secretarial Process.

1. Transportation in-kind or Government-procured transportation must be used to the maximum extent possible. When such Government transportation is impractical to use, the Service member may instead use personally procured commercial transportation, but only if he or she arranges it through the Travel Management Company (TMC), or he or she can use a privately owned automobile. A Service member using a privately owned vehicle (POV) is reimbursed for the official distance traveled at the TDY automobile mileage rate.

2. No per diem is authorized.

033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations

A. Eligibility

1. The following Service members are eligible for travel allowances:

a. A Service member on the TDRL who is traveling to a medical facility for a required periodic physical examination.

b. A Service member who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

2. Eligibility ends when TDRL status expires.

B. Allowances

1. When both the Service member's home and the medical facility or hearing location are within the same corporate city limits, travelers receive local transportation reimbursement. For the purpose of travel under TDRL, the Service member's home is the PDS.

2. When outside the corporate limits, a Service member is authorized the standard travel and transportation allowances specified in Chapter 2 for travel to and from the medical facility. The same allowances apply to, from, and during a hearing.

3. A Service member admitted as an inpatient is reimbursed the actual cost charged by the hospital for daily meals. This rate begins day after arrival and continues through the day before departure. If the Service member is an outpatient, he or she receives the standard travel and transportation allowances specified in Chapter 2.

4. An attendant or escort may be authorized per Agency or Service regulations if the Service member is incapable of traveling alone.

C. Attendant or Escort. If authorized or approved, the attendant or escort may receive the standard travel and transportation allowances specified in Chapter 2. An attendant or escort who is neither a Service member nor civilian employee is issued an invitational travel authorization (ITA).

033005. Transfer to or from a Medical Facility or to Home (Including Insane or Mentally Incompetent Patients)

A. Eligibility. A patient who is an active-duty Service member and is ordered to travel for necessary medical care is eligible for travel and transportation allowances.

B. Allowances

1. A Service member is authorized the standard travel and transportation allowances specified in Chapter 2 or permanent change of station (PCS) allowances, as applicable. Advances may be paid against such allowances to an attendant or escort.

2. When transportation in-kind is furnished, the Service member patient and attendant or escort must be furnished in closed room accommodations when required under Service regulations.

C. Attendant or Escort. If an attendant or escort is authorized, he or she is eligible for the standard travel and transportation allowances specified in Chapter 2 for civilian employees. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

033006. Service Member Discharged from St. Elizabeth's Hospital, a Department of Health and Human Services (HHS) Medical Facility, or a Veterans Affairs Medical Center

A. Eligibility. A Service member who is a patient in St. Elizabeth's Hospital, an HHS medical facility, or a Veteran's Affairs Medical Center and is discharged from the medical facility may be eligible for travel allowances.

B. Allowances

1. A Service member in the care of an attendant or escort who was discharged from the Service upon entry to the medical facility, and subsequently discharged from the medical facility, is:

a. Not authorized travel and transportation allowances if the medical facility is in the locality of the Service member's home.

b. Authorized monetary allowance in lieu of transportation (MALT) Plus from the medical facility to the Service member's home if the medical facility is not in the locality of the Service member's home. See Chapter 5 for details on MALT Plus.

2. A Service member who was not discharged from the Service, upon admission to the medical facility for observation and treatment, is authorized PCS travel and transportation allowances upon release from the medical facility.

033007. Medical Specialty Care Travel of More Than 100 Miles

This paragraph does not apply to a dependent outside of the continental United States (OCONUS) or to an active-duty Service member who is authorized medical travel.

A. Eligibility. A patient who requires non-emergency specialty care located more than 100 miles from the primary care manager's (PCM) office may be eligible for travel allowances if:

1. The patient is a TRICARE Prime enrollee (based on policy from OASD/Health Affairs policy, TRICARE Management Activity memorandum, dated June 22, 2001).

a. The military treatment facility where the TRICARE Prime member is enrolled, or the Lead Agent if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM.

b. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

2. The retired Service member has a combat-related disability and is not a TRICARE Prime enrollee, but requires follow-up specialty care, services, and supplies for that particular disability (based on policy from OASD/Health Affairs policy, TRICARE Management Activity/Health Plan Operations memorandum, July 14, 2009).

a. A TRICARE Regional Office in the region where the retired Service member resides determines if the specialty care is more than 100 miles from the PCM.

b. The retired Service member may travel for subsequent specialty referrals for that particular disability when authorized by the primary care provider.

B. Allowances

1. Transportation

a. Government transportation should be used to the maximum extent practicable.

b. If Government transportation is not available, a patient who needs specialty medical care may be authorized or approved to use the following modes of transportation:

(1) Government-procured commercial transportation.

(a) The home and the terminal.

(b) The terminal and the specialty care provider facility.

(c) The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(2) Personally procured commercial transportation.

(a) The actual cost of the transportation is authorized, not to exceed the cost if Government-procured transportation had been available.

(b) Reimbursement is authorized for actual expenses for round-trip transportation between:

1. The home and the terminal.

2. The terminal and the specialty care provider facility.

3. The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(c) The transportation mode used must be the least costly available that meets the patient's needs.

(3) POV.

(a) Reimbursement is authorized at the Other Mileage Rate for the official distance between the patient's residence and the specialty care facility. A cost comparison is not required.

(b) Reimbursement is authorized for parking fees and highway, bridge, and tunnel tolls.

2. Lodging and Meals. Reimbursement is authorized for the actual cost of lodging (including tax, tip, and service charges) and the actual cost of meals (including tax and tips, but not including alcoholic beverages) limited to the locality per diem rate. See Table 2-13 for rules on lodging taxes.

3. No other reimbursable expenses are authorized.

4. A medical authority may authorize a parent, guardian, or another adult member of the patient's family who is 21 years of age or older to serve as an attendant. The patient and the attendant cannot be reimbursed for the same travel expense.

C. Attendant. If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient's travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension. Extensions are limited to 30 days beyond the date of the amended travel authorization so that long-term TDY flat-rate per diem does not apply.

a. Travel authorizations for attendants must cite this paragraph as authority.

b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

033008. Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component (RC) Member

A. Eligibility. An RC member is authorized to receive travel allowances when authorized medical or dental care for an injury, illness, or disease incurred or aggravated while (10 U.S.C. § 1074a):

1. On active duty for a period of 30 or fewer days.

2. On Inactive Duty Training (IDT).

3. On funeral honors duty or lodged overnight immediately before serving on funeral honors duty at a location outside the commuting distance of the RC member's residence.

4. Traveling directly to or from a place where the RC member performs or has performed one of the following: active duty for a period of 30 or fewer days, IDT, or funeral honors duty.

B. Allowances

1. The standard travel and transportation allowances specified in Chapter 2 are authorized for a Service member to travel between home and the treatment facility.

2. No allowances are authorized while at the treatment facility.

3. Allowances are not authorized if the injury is sustained or aggravated as a result of the Service member's gross negligence or misconduct.

033009. Organ Donation

An AO may authorize invitational travel using an ITA when travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

033010. Participation in Health Surveillance Program

A former civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoD Instruction (DoDI) 6055.05, "Occupational and Environmental Health (OEH)," dated November 11, 2011, may be issued an ITA. A Service may authorize or approve per diem and round-trip transportation between the residence and the medical facility to complete the health-surveillance evaluation.

033011. Service Member Escort or Attendant for Dependent Transferred Between Medical Facilities in CONUS

A Service member may be authorized as an escort or attendant, for a dependent that is transferred in a patient status from one medical facility to another in the CONUS, when required treatment is not available.

0331 Medical Travel When Stationed OCONUS

033101. Dependent Medical Care Travel OCONUS

A. Eligibility. A medical authority must determine the dependent's medical or dental care is necessary. If a medical authority is unavailable, then reference this paragraph (see par. 033101-C).

1. A dependent located OCONUS who has an active-duty sponsor who has been authorized, through the Secretarial Process, to receive medical care in a Service medical facility without reimbursement, may be eligible for travel and transportation allowances. The dependent must be accompanying a Service member who has been on active duty for 31 or more days, and the required medical or dental care must be unavailable at the PDS area OCONUS.

2. Transportation is not authorized for a dependent participating in a dental care plan (currently TRICARE) except for:

a. Emergency dental care.

b. Dental care provided at a location OCONUS.

c. Dental care not covered by the dental plan.

3. A dependent who travels for elective surgery is ineligible for travel and transportation reimbursement.

B. Allowances

1. Transportation. An eligible dependent may receive transportation to the nearest medical or dental facility where adequate care is available. A dependent's return transportation is authorized to the Service member's PDS or to another place the AO determines to be appropriate.

a. Government transportation should be used to and from a medical or dental facility when available and meets the travel requirements. If Government transportation is not available, then a Service member's dependent who is a patient must be transported by one of the following:

(1) Government-procured commercial transportation.

(2) Personally procured transportation, limited to the actual cost of the transportation and to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

(3) POV authorized at the Other Mileage Rate for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. If multiple official travelers are in a POV, then only the person responsible for the vehicle's operating expenses is reimbursed mileage. Reimbursement for personally procured transportation is limited to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

b. An outpatient is reimbursed for the actual expenses for transportation between the transportation terminal, the medical or dental facility, and the lodging used for care received outside the Service member's PDS area. The transportation mode used should be the least costly mode that meets the patient's needs. If a POV is used, then the person responsible for its operating expenses is reimbursed at the Other Mileage Rate, based on odometer readings of distance traveled.

2. Lodging and Meals. An eligible dependent may be authorized the following at the medical or dental facility:

a. The actual cost of lodging (including tax, tips, and service charges) limited to the lodging portion of the locality per diem rate.

b. The actual cost of meals (including taxes and tips, but excluding alcoholic beverages) and incidental expenses, limited to the maximum meal rate and incidental expenses (M&IE) portion of the locality per diem rate.

Note: A dependent is not authorized reimbursement for meals for round-trip travel that is performed within 12 hours.

c. A newborn infant is authorized actual expense not to exceed one-half of the applicable daily locality M&IE rate.

3. Reimbursable Expenses. A dependent is authorized reimbursable expenses as specified in Chapter 2.

4. Attendant or Escort (10 U.S.C. §1040 and 37 U.S.C. §451(a)(2)(C)). An attendant or an escort is authorized if a dependent is physically incapable of traveling alone.

a. The authorization for an attendant or escort must be cited on the travel authorization.

b. The Agency directing the travel funds the attendant or escort travel.

5. Accompanying Dependent. The AO may authorize an accompanying dependent who is neither an attendant nor escort if all of the following conditions apply:

a. The accompanying dependent is command-sponsored at the PDS OCONUS and incapable of self-support.

b. No suitable care arrangements can be made at the PDS OCONUS.

c. The travel is in the Government's interest.

C. Documentation

1. A written statement from a medical authority must support the need for travel confirming both of the following:

a. The seriousness of the condition.

b. The absence of adequate military and civilian facilities for proper treatment.

2. A travel authorization is required to support reimbursement.

a. The travel authorization must cite this paragraph by number as the authority for travel.

b. For all non-emergency medical care, the medical facility must agree to accept the patient before the AO issues a travel authorization.

c. If a medical authority is not available, the travel authorization must indicate this. The AO may determine in that case if proper medical or dental facilities are not available.

D. Attendant or Escort

1. An attendant or escort is authorized the standard travel and transportation allowances specified in Chapter 2.

2. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

3. A non-Government civilian serving as an attendant or escort must be issued an ITA.

E. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the Service member. This authority should be used as a last resort.

F. Funds Advance. A travel advance is authorized for the patient and the attendant or escort in accordance with the DoD Component's policy and par. 010204.

033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS

A locally hired civilian employee who does not have a Service agreement is ineligible for this allowance.

A. Eligibility. An eligible civilian employee assigned to a foreign PDS OCONUS, or the civilian employee's dependent, may be authorized travel and transportation to another location when the local medical facilities (military or civilian) cannot accommodate his or her medical or dental needs. The Secretarial Process determines when the local medical facilities cannot accommodate.

1. Eligible individuals include:

a. A civilian employee permanently assigned to a foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

b. A dependent who resides with the civilian employee at the foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

c. A dependent who boards at a foreign school OCONUS and otherwise resides with the civilian employee at the foreign PDS OCONUS.

d. A dependent who was born during his or her mother's health care travel.

e. An attendant and an escort may be eligible to receive these medical travel allowances if the civilian employee or his or her dependent is incapable of traveling alone.

(1) An attendant is appointed by a medical authority.

(2) An escort is appointed by the civilian employee's supervisor or AO.

f. An accompanying dependent under the conditions in par. 033102-B5.

2. Eligibility factors include:

a. A civilian employee or dependent who requires treatment that must be completed before the next scheduled renewal agreement travel (RAT) or environmental morale leave (EML) and, if delayed, could result in the condition becoming worse. This includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, April 30, 2003).

(1) Schedule medical travel with other non-medical travel, if possible.

(2) The travel may be authorized under the conditions and limitations in this Section whether or not the health care is at Government expense.

b. A civilian employee or dependent requires dental care that, if delayed, could result in severe damage. Eligible dental care is defined Table 3-18.

Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS

Type of Care	Parameters
Required Dental	Required care is treatment that must be completed before the next RAT or EML travel and, if delayed, could result in a need for Emergency Dental Care.
Orthodontic Dental	Orthodontic care is treatment required for proper occlusion.
Periodontal Disease	Periodontal care is treatment necessary to prevent permanent damage to the teeth and supporting structures.

3. Ineligible Medical and Dental Care. The following care is not considered required treatment and, therefore, does not meet the eligibility requirements:

a. Medical care for elective treatment, routine medical examinations, or routine immunizations.

b. Dental care for elective treatment, routine cleaning, superficial scaling, fluoridation treatment, or elective cosmetic dental treatment.

B. Allowances. The standard travel and transportation allowances in Chapter 2 are payable subject to the following limitations:

1. Transportation

a. The AO authorizes appropriate transportation to the facility closest to the civilian employee's PDS where suitable health care can be obtained, also known as the "designated point." The AO determines the designated point based on the advice of a professional certifying physician.

b. A civilian employee or dependent should use Air Mobility Command (AMC) resources when available and it meets the mission. The AO may authorize the standard travel and transportation allowances in Chapter 2 for health care transportation or follow the physician's recommendation for travel by private airline, ambulance service, or other specialized medical transportation provider when needed.

c. Transportation for health care is authorized from the foreign PDS OCONUS to the designated point and return to the PDS. However, an AO may authorize or approve transportation for health care to a location other than the designated point at the civilian employee's request.

(1) Transportation reimbursement to and from the civilian employee's requested location is limited to what the cost of the Government would have been had the official traveler arrived at the designated point.

(2) The civilian employee must agree, in writing to pay or reimburse the Government any excess travel and transportation costs incurred by the civilian employee or his or her dependent, or accompanying family members. See "Sample Excess Cost Agreement" on the DTMO website.

(3) An obstetrical patient may choose to travel to the CONUS or non-foreign area OCONUS, but transportation at Government expense is authorized only to the nearest port of embarkation in the CONUS. Alternately, an obstetrical patient may choose to travel to a foreign location OCONUS that is not the "designated point," provided an Excess Cost Agreement is executed.

(4) A civilian employee or his or her dependent is only authorized health care transportation once per year for required dental care. The year begins on the first day of health care travel for the required dental care.

2. Baggage. The AO may authorize or approve excess accompanied baggage for medical travel because of climatic factors, health care necessity, or other adequate reasons in accordance with par. 020207.

3. Per Diem

a. Per diem is not payable for hospital stays.

b. Per diem is only authorized for a maximum of 180 consecutive days, which includes all of the following:

(1) Travel time to and from the designated point or elective destination.

(2) Necessary delays before treatment and while awaiting return transportation.

(3) Necessary outpatient treatment periods.

c. Per diem for dental patients may not be authorized for more than:

(1) Three days for emergency dental care. However, the AO may authorize a longer period if the severity of the dental condition requires more time to complete the emergency dental care.

(2) One day for required dental care.

d. Per diem may be authorized for travel periods to and from a location for health care other than the designated point requested by the civilian employee or his or her dependent. However, the number of days for which per diem is payable is based on the constructed travel time to and from the designated point.

e. The per diem rate is based on the applicable locality rate. If the civilian employee or his or her dependent travels to a destination other than the designated point, then the per diem rate is limited to the rate for the designated point.

f. Per diem for obstetric care travel may not be approved by the AO for 91 or more days, unless an early departure from, or a delayed return to, the PDS is medically required.

g. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at half the locality per diem rate.

4. Attendant or Escort. A civilian employee or dependent physically incapable of traveling alone may be authorized an attendant or escort. This authorization must be in the civilian employee's or dependent's travel authorization and cite this Section as the authority. An attendant or escort may be any person who provides the necessary assistance required by the civilian employee or dependent.

Note: A professional health care provider, attendant, or escort ordinarily is unnecessary on AMC medical evacuation flights.

5. Accompanying Family Member. The AO may authorize or approve a civilian employee or his or her dependent to have an accompanying family member on the medical travel if the AO determines that all three circumstances apply:

a. The family member is incapable of self-care at the PDS.

b. No suitable care arrangements can be made at the PDS.

c. The travel is in the Government's interest.

6. Separate Maintenance Allowance (SMA)

The civilian employee can request a Voluntary SMA on behalf of the dependent. See Department of State Standardized Regulation 260, "Separate Maintenance Allowance," for details about the allowance.

C. Attendant or Escort. An attendant or escort is authorized to receive the standard travel and transportation allowances specified in Chapter 2. In addition to per diem for travel periods, an attendant or escort is authorized up to 3 days of per diem after arrival at the treatment center to consult with the treating health care providers and arrange return travel.

1. Travel Authorizations and Orders

a. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

b. A non-Government civilian serving as an attendant or escort must be issued an ITA or included on the same travel authorization as the civilian employee or dependent and identified on that authorization as the attendant or escort.

2. Contracting for an Attendant or Escort. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member or a professional health care provider to provide reasonable compensation in addition to the standard travel and transportation allowances specified in Chapter 2, to include compensation for excess accompanied baggage.

3. Travel Authorization or Order Extension. In extraordinary cases, the AO may approve longer periods of per diem if the attendant or escort is the patient's dependent and his or her presence is necessary to:

a. Help with the adult patient's treatment regimen.

b. Resolve a minor patient's medical problems, provide psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission or during outpatient treatment.

4. Non-Concurrent Travel. The AO may authorize an attendant to travel separately or at a different time than the patient when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

D. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the civilian employee. This authority should be used as a last resort.

0332 Designated Individual and Non-Medical Attendant Traveling to a Wounded, Ill, or Injured Service Member or Civilian Employee

033201. Travel of a Designated Individual for the Health and Welfare of a Wounded or Ill Service Member

A retired Service member who incurs a serious injury or illness after retirement, whose injury or illness reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement is not covered under this authority.

A. Eligibility. An active-duty Service member, an RC member on active duty, a Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), a Senior Reserve Officers' Training Corps (SROTC) cadet paid under 37 U.S.C. § 209(d), or a retired Service member who is seriously ill or seriously injured may be eligible to have up to three Designated Individuals visit him or her at a medical facility.

1. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that the presence of a "Designated Individual" is necessary for the Service member's health and welfare. Once that determination is issued, the Service member may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit.

2. A Service member may change any or all of the Designated Individuals during the duration of the Service member's inpatient treatment.

3. If the Service member is unable to select a Designated Individual, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.

4. A Service member who is seriously ill or seriously injured does not require a declaration of brain death or that electrical brain activity still exists when death is imminent.

Table 3-19. Service Members Authorized Visits from Designated Individuals

Eligible Service Member	Eligibility Criteria to Receive Designated Individuals
Active-duty Service Member	• Seriously wounded, ill, or injured, including suffering from a serious mental disorder, or when death is imminent, who is hospitalized in a medical facility anywhere in the world. • Suffering from a wound or injury incurred in an operation or area designated by the Secretary of Defense as a combat operation or combat zone, who is hospitalized in a medical facility in the United States for treatment of that wound or injury.
RC Member on Active Duty	
RC Member Entitled to Disability Pay and Allowances (37 U.S.C. § 204(g))	• Physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent. • Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.

Table 3-19. Service Members Authorized Visits from Designated Individuals	
Eligible Service Member	**Eligibility Criteria to Receive Designated Individuals**
Retired Service Member	● Retired solely due to a wound, illness, or injury, or because death was imminent and he or she is hospitalized in a medical facility anywhere in the world. ● Travel should occur about the same time as the incident because the authority is not intended to provide transportation at a later date.

B. Allowances. If the attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member determine in writing that the presence of a Designated Individual is necessary for the Service member's health and welfare.

1. Transportation

a. A Service member or civilian employee visiting a patient as a Designated Individual receives the standard travel and transportation allowances specified in Chapter 2.

b. A person other than a Service member or a civilian employee visiting a patient as a Designated Individual is authorized round-trip transportation between the Designated Individual's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV.

c. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

d. Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

e. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

f. Only one round-trip may be provided between the Designated Individual's home and the medical facility in any 60-day period.

(1) Not more than a total of three round trips may be provided in any 60-day period when a Service member authorized multiple Designated Individuals.

(2) The number of round trips in any 60-day period is reduced by the number of non-medical attendants the Service member is authorized.

Effective May 1, 2017

(3) These numbers can be increased if the Service member, through the Secretarial Process, has been authorized or approved more than three Designated Individuals.

2. Per Diem

a. During any time period, only three Designated Individuals may be paid per diem.

b. Per diem for a Designated Individual who is neither a Service member nor a DoD civilian receives per diem while in a travel status:

(1) A Designated Individual is authorized per diem for round trip to a medical facility at Government expense:

(a) While at the site during visits with the seriously wounded, ill, or injured Service member.

(b) For return travel to the Designated Individual's home.

(2) It is not necessary to compare costs for voluntary trips away from the medical facility as described in par. 020312.

3. A Designated Individual may be authorized reimbursable expenses.

4. Travel Authorizations and Orders

a. A Service member or civilian employee serving as a Designated Individual travels under a TDY order.

b. A non-Government civilian serving as a Designated Individual must be issued an ITA.

C. Funding. The wounded or ill Service member's organization is responsible for funding the travel of the Designated Individuals.

033202. Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet

A. Eligibility. A non-medical attendant is chosen by the Service member, the Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), or the SROTC cadet receiving pay under 37 U.S.C. § 209(d), who is hospitalized or requires continuing outpatient treatment for the wound, illness, or injury. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that an individual is appropriate to serve as a non-medical attendant and that his or her presence may contribute to the health and welfare of the Service member.

1. A non-medical attendant may *not* also be a Designated Individual.

Effective May 1, 2017

2. Ordinarily, only one non-medical attendant is allowed. Only in extenuating circumstances and then only through the Secretarial Process may more than one non-medical attendant be authorized or approved.

B. Allowances

1. A Service member or civilian employee serving as a patient's non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant's home and the medical facility.

2. A person other than a Service member or a civilian employee serving as a patient's non-medical attendant travels on an ITA and is authorized round-trip transportation between the medical attendant's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

a. Transportation

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

(4) Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

(5) Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

(6) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS.

(7) A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant only gets the mileage from the old treatment location to the new treatment location. It's not the non-medical attendant's location used to calculate mileage; it's the location of the patient.

b. Per diem

(1) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then:

(a) Per diem is *not* authorized while in the local area.

(b) Transportation and per diem may be authorized for the non-medical attendant to accompany the Service member to a location outside the PDS to receive further treatment.

(2) Per diem may be paid when an individual is authorized a round trip to and from a medical facility at Government expense:

(a) For travel to the medical facility.

(b) While at the site during visits with the seriously wounded, ill, or injured Service member.

(c) While accompanying the Service member to a subsequent location for further treatment.

(d) For return travel to the non-medical attendant's home.

(3) Voluntary trips home are not subject to a cost comparison, as described in par. 020312.

3. Non-medical attendants may be authorized reimbursable expenses.

4. Per diem may not be authorized for 31 or more days unless an extension is approved. Approved extensions must *not* exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long-term TDY flat-rate per diem does not apply.

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

033203. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Civilian Employee

A. Eligibility. A civilian employee who becomes critically ill or is seriously wounded while on official duty at an unaccompanied duty station and is subsequently medevac'd to another medical facility may be eligible for a Designated Individual (10 U.S.C. § 1599b; 22 U.S.C. § 4081). An "unaccompanied duty station" is a permanent duty station to which dependents are not permitted to go with the civilian employee. A TDY location in an area designated by the Secretary of Defense as a combat zone also qualifies. The injury or illness must be life threatening or have the potential for permanent life-changing conditions for the civilian employee.

1. The attending physician or surgeon must determine that a "Designated Individual" is necessary for the civilian employee's health and welfare. Once that determination is issued, the civilian employee may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit him or her at a medical facility.

2. A civilian employee's dependent or family member, which includes parents or guardians, siblings, non-dependent children, or any individual who holds a medical power of attorney to make medical decisions for the civilian employee may be eligible for travel allowances as a Designated Individual. Each Designated Individual is issued an ITA.

Effective May 1, 2017

3. The authority to exceed three Designated Individuals may be authorized or approved through the Secretarial Process only if the number of dependent children plus the spouse exceeds the limitation.

4. If the civilian employee is unable to select a Designated Individual, then the attending physician or surgeon selects the Designated Individual.

B. Allowances

1. Transportation

a. A Designated Individual for a critically ill or seriously wounded civilian employee is authorized:

(1) Transportation in-kind.

(2) Reimbursement for personally procured commercial transportation, up to the cost of Government-procured commercial air transportation. The rules for commercial air travel in Chapter 2 apply.

(3) Reimbursement for travel between terminals, which is *only* authorized for ground or air transportation between interim airports.

b. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

2. Per Diem

a. Per diem may be paid when a Designated Individual is authorized a round trip to and from a medical facility at Government expense:

(1) For travel to the medical facility.

(2) While at the hospital during visits with the critically ill or seriously wounded civilian employee for 30 or fewer days.

(3) For return travel to the Designated Individual's home.

b. Per diem is authorized for the travel time to and from the medical facility, and up to 30 days at the medical facility. Per diem is limited to 30 days at the medical facility.

3. Reimbursable Expenses. Reimbursable expenses as outlined in Chapter 2 are authorized, *except* for baggage expenses. There is no authority for the reimbursement of either excess or unaccompanied baggage expenses.

C. Funding. The civilian employee's command is responsible for funding.

CHAPTER 4

GOVERNMENT FUNDED LEAVE

0401 Applicable Allowances for Government-Funded Leave Travel

040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in par. 020101 applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine "reasonable availability" after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel

Type of Leave	Transportation Mode		
	Government Transportation	**Commercial Airplane, Bus, or Rail**	**Privately Owned Vehicle (POV)**
Emergency Leave	Space required.	• Transportation is limited to the policy constructed airfare. • An eligible traveler may use City Pair Program airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair Program airfares cannot be used.	• Other Mileage Rate. (see par. 020210) • Transportation is limited to the policy constructed airfare.
Emergency Visitation Travel (EVT)			
Funded Environmental and Morale Leave (FEML)			
Rest and Recuperation (R&R)			
Special R&R (SR&R)			

B. Standard Reimbursements. Table 4-2 lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in Table 4-2 when not included as part of the ticket cost.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel	
Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	**Allowances and Reimbursements not Authorized**
• Travel Management Company fees. • Charges for the first checked bag up to the carrier's standard checked baggage allowance. • Arrival or departure taxes or fees. • Currency conversion fees for allowable transportation costs. • Ground transportation between interim airports.	• Per diem or meal tickets. • Excess accompanied baggage. • Unaccompanied baggage. • Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML. • Terminal parking fees.

0402 Emergency Leave for Service Members

040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with Department of Defense (DoD) Instruction (DoDI) 1327.06, Leave and Liberty Policy and Procedures. Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see par. 032001.

Table 4-3. Eligible Traveler for Personal Emergency Leave	
Traveler	**Eligibility Criteria**
Service Member	• On permanent duty outside the continental United States (OCONUS). • Assigned to a ship or unit operation OCONUS. • Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.
Dependent	• Is command-sponsored and residing OCONUS with the Service member. • Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS. • A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.

B. Allowances. An eligible Service member or dependent is authorized transportation from locations in Table 4-4. This applies to a Service member traveling alone or with one or more dependents and one or more dependents traveling without the Service member (effective May 1, 2017). A different

destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if transportation to the destination was under par. 0402. Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency leave location OCONUS. See Section 0401 for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service member or dependent on emergency leave travel appear in Table 4-4.

Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel	
Authorized Origins	**Authorized Destinations**
Eligible Service Member or Dependent in the CONUS	
International airport nearest the Service member's PDS.	An international airport in a non-foreign area OCONUS, or any other location OCONUS, as determined by the Secretarial Process.
International airport nearest the dependent's location when notified of the personal emergency.	
Eligible Service Member or Dependent OCONUS	
• A Service member's PDS. • The dependent's authorized location OCONUS. • The Service member's or dependent's location when notified of the personal emergency, if the location is OCONUS.	• The international airport in the CONUS closest* to the location from which the Service member or dependent departed and to which air transportation is available along a normally traveled international route. This is the only criterion for the cost limit to be used for transportation to another airport. • Any airport in the CONUS that is closer to the Service member's or dependent's destination if the transportation cost is less than the transportation cost to the international airport closest* to the location from which he or she departed and to which air transportation is available along a normally traveled international route. • An airport in a non-foreign area OCONUS. • Any foreign location OCONUS, as determined through the Secretarial Process.
**The closest port of entry in the CONUS is the standard of measure for determining the cost limitation (37 U.S.C. § 481d).*	
See computation example 1, computation example 2, computation example 3, and computation example 4.	

Note: No authority exists for one-way emergency leave transportation from the CONUS back to a PDS OCONUS if a Service member or dependent is on personal leave in the CONUS when the emergency occurs. Nor does authority exist for one-way emergency leave transportation from OCONUS back to the CONUS PDS if the Service member or dependent is on personal leave OCONUS when the emergency occurs.

0403 Emergency Visitation Travel (EVT)

The reasons for EVT are divided into five categories with varying allowances, requirements, and limitations and are detailed in the subsequent paragraphs.

040301. Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship

EVT is not discretionary for travel under this paragraph once the approval authority confirms the need.

A. Eligibility. A civilian employee or dependent residing with the civilian employee at a foreign PDS OCONUS is authorized transportation allowances in specific emergency circumstances (10 U.S.C. § 1599b; 22 U.S.C. § 4081; and Department of State Foreign Affairs Manual 3, Section 3740, Emergency Visitation Travel (EVT), June 22, 2012).

1. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee's "actual residence" (see Appendix A).

a. Medical. Table 4-5 summarizes what a traveler may be authorized.

Table 4-5. Medical Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO with the assistance of medical authority, if available	• The civilian employee *or* the civilian employee's spouse or domestic partner can take one round trip to visit an *immediate* family member who is seriously ill or injured (see par. 040301-B). • If the civilian employee, spouse, or domestic partner returns to the PDS from the EVT visit, and the ill or injured family member subsequently dies, then the AO may authorize or approve a second trip.	One round trip for each serious illness or injury of each family member.

(1) EVT is to visit an *immediate* family member who is seriously ill or injured, such that death is likely to occur.

(2) The AO must validate that the family member's condition meets the requirements for EVT. A civilian employee's request for EVT for a medical reason must include sufficient information to enable the AO (with the assistance of a medical authority, if available) to determine whether the medical condition of the family member to be visited is severe enough that death is likely to occur. The request must also include:

(a) Name and address of the family member.

(b) Family member's relationship to the civilian employee or the civilian employee's spouse or domestic partner.

(c) Telephone number and e-mail address, if available, of the attending physician or hospital.

(d) Name, address, and telephone number of a person at the family member's location who may be contacted about the emergency and that person's relationship to the family member.

(3) If the family member is located in a foreign area, the AO must request assistance from the nearest PDS or medical facility to validate that the family member's medical status meets the requirements for EVT.

b. Eldercare. Table 4-6 summarizes what a traveler may be authorized.

Table 4-6. Eldercare Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO	• A civilian employee is limited to two round trips using EVT during his or her lifetime. The civilian employee's spouse or domestic partner is also limited to two round trips using EVT during the spouse's or domestic partner's lifetime. • The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.	Two round trips over the lifetime of each eligible traveler.

(1) EVT for eldercare is authorized when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent when the parent may not be able to live independently.

(2) When requesting EVT for eldercare, the civilian employee must submit a written statement or certification to the AO. It must contain:

(a) The number of EVT trips already taken by the civilian employee, spouse, or domestic partner during his or her lifetime for eldercare. After an individual uses EVT for eldercare for two parents, he or she cannot select any additional parents for EVT purposes.

(b) The name and address of the parent and the care facility, if the parent is under temporary care away from the normal residence. When the EVT request is authorized or approved, the parent's identity and the EVT must be recorded in the civilian employee's personnel record.

(c) A detailed description of the circumstances for which EVT is requested.

(d) Details about the manner in which the person who stood in loco parentis has fulfilled the role in place of a biological, step-, or adoptive parent.

(3) The civilian employee may designate the civilian employee's spouse or domestic partner to travel in the civilian employee's place, or the civilian employee may travel in the spouse's or domestic partner's place.

c. Death of an Immediate Family Member. Table 4-7 summarizes what a traveler may be authorized.

Table 4-7. Travel for Death of an Immediate Family Member		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
AO	• The civilian employee or the civilian employee's spouse or domestic partner is limited to one round trip to the place of interment when a family member dies. Travel must begin as soon as practicable upon notice of the death. • When a civilian employee or the civilian employee's spouse or domestic partner visits a sibling at personal expense, and the sibling dies within 45 calendar days of when the traveler departed from the foreign PDS, then the traveler may elect either reimbursement for the round-trip visit already taken at personal expense or EVT round-trip transportation for the sibling's interment.	One round trip and travel must begin as soon as practicable following death notification.

(1) EVT is authorized for the interment of a civilian employee's spouse or domestic partner; child (including a stepchild or adopted child) or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner.

(2) Either the civilian employee *or* the civilian employee's spouse or domestic partner may be eligible for EVT, but not both.

d. Death of a Civilian Employee or Dependent. Table 4-8 summarizes what a traveler may be authorized.

Table 4-8. Travel for Death of a Civilian Employee or Dependent		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
AO	When a civilian employee or dependent dies in a foreign location, regardless of whether death occurs at the PDS or elsewhere in a foreign area, each of the civilian employee's dependents is authorized to accompany the body anywhere in the world.	One round trip to the place of interment for each eligible dependent who resides at the civilian employee's PDS.

e. Unusual Personal Hardship. EVT may be authorized for a civilian employee, spouse, or domestic partner who has exceptional circumstances that require emergency family visitation for reasons other than visiting an ill or injured family member, death of a family member, or care of an incapacitated parent. Table 4-9 summarizes what a traveler may be authorized. Requests must be supported by a statement from the civilian employee, detailing the exceptional circumstances. Documentation must:

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.

(2) Include the statement: "I [declare, certify, verify, or state] under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date]. [Signature]".

Table 4-9. Travel for Unusual Personal Hardship		
Authorizing or Approval Authority	**Authorization**	**Limitation of EVT Visit**
Individual delegated authority by the DoD Component concerned	Each DoD Component establishes general criteria that warrant approval of EVT in exceptional circumstances for a civilian employee *or* a spouse or domestic partner residing with the civilian employee at a foreign PDS.	One round trip from PDS to EVT location and return.

2. The civilian employee *or* one dependent, but not both, is authorized EVT for a qualifying emergency. In exceptional circumstances, the AO may authorize or approve additional family members for EVT travel. Exceptional circumstances may include when:

a. A critical injury occurs to a dependent child attending school away from the PDS.

b. The civilian employee or dependent dies at the PDS and the remains are being returned for interment in the CONUS or a non-foreign area OCONUS.

c. A nursing child needs to accompany the mother, or a preschool child needs to accompany a single parent.

3. A civilian employee is ineligible for EVT when either of the following situations occurs:

a. The emergency travel is wholly within the foreign PDS area or country.

b. The civilian employee is not at the foreign PDS OCONUS on one of the following:

(1) Leave in the CONUS or a non-foreign location OCONUS.

(2) Temporary duty in the CONUS or non-foreign location OCONUS.

4. A dependent is ineligible for EVT when the emergency travel is wholly within the foreign PDS area or country.

B. Allowances. An eligible civilian employee or dependent is authorized round-trip transportation from a foreign PDS to the CONUS or a non-foreign area OCONUS. In certain family emergencies, the AO may approve another location. See Section 0401 for transportation and reimbursable expenses. The provisions below apply to each traveler.

1. Transportation

a. Transportation is authorized from the eligible civilian employee's PDS to the CONUS or a non-foreign OCONUS location of the seriously ill, injured, or deceased dependent, or for eldercare.

(1) Use special or discounted fares offered for a short, round trip (excursion fares) with restrictions, such as minimum and maximum stays, to the maximum extent possible.

(2) Indirect routing may be authorized only when a civilian employee is performing official duties en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

b. When a civilian employee is on leave in a foreign location, or an eligible family member is in a foreign location away from the civilian employee's PDS, EVT allowances are limited to the Government's cost for traveling between the PDS and the EVT destination.

c. If the destination is in a foreign location, then reimbursement is limited to the transportation costs that would have been incurred between the civilian employee's PDS and actual residence. The only exception is if the traveler is using EVT to visit a person in a foreign location who is there because of the civilian employee's assignment at the foreign PDS. In such case, reimbursement is for the actual cost of transportation.

d. A civilian employee must repay the Government-paid or Government-reimbursed EVT expenses when EVT is used as a substitute for travel for purposes for which EVT is not authorized.

2. Travel Before Authorization. The civilian employee *or* the civilian employee's eligible spouse or domestic partner may travel before the AO authorizes the EVT.

a. Personally incurred transportation expenses may be reimbursed if the travel is approved after the fact.

b. The Government may provide transportation for EVT justified by medical reasons or for eldercare after the traveler executes a repayment acknowledgment. The repayment acknowledgment must include:

(1) "I certify that I have read and understand Joint Travel Regulations (JTR), Chapter 4, Section 0403, and related JTR sections, and that all expenditures made by the Government in connection with my emergency visitation travel, [or emergency visitation travel of my eligible spouse or domestic partner, [Name]], shall become my personal financial responsibility. These expenditures are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in par. 0403. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

(2) The civilian employee's signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent's illness at the time of travel.

(3) Detail the parent's health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: "I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct."

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See Chapter 5 for the effect of EVT on RAT and Chapter 6 for the effect on family visitation travel.

C. Funding. The civilian employee's command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. For information about charging leave, see 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,.

0404 Funded Environmental and Morale Leave (FEML)

The FEML policy is established for a Service member in DoDI 1327.06. This policy is adopted and used for civilian employees.

040401. FEML Transportation

A. Eligibility

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months (10 U.S.C. § 1599b and 22 U.S.C. § 4081(6)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in Table 4-10. Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in Table 4-10. A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on Table 4-10, as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty (CBCA 1067-TRAV, June 26, 2008) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension

Tour Length	Number of FEML Trips Authorized
At least 24 months, but less than 36 months	1
Tour extended at least 12 months	1 additional
New tour assignment at least 24 months, but less than 36 months	1 additional*
At least 36 months	2
Tour extended for any length of time	0 additional
New tour assignment at least 24 months	1 additional*
New tour assignment at least 36 months	2 additional*

**A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.*

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See the DTMO website for a list of authorized FEML locations, destinations, and authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during

FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. See Section 0401 for transportation and reimbursable expenses.

1. Alternate Destination(s) Transportation. An eligible traveler may select alternate destination(s) rather than the one listed on the DTMO website *(effective May 1, 2017).*

a. Transportation reimbursement is for the actual cost of transportation, but the reimbursement cannot exceed the cost of Government-procured transportation between the FEML PDS and the authorized destination.

b. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.

c. See computation example 1 and computation example 2.

2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

a. A compassionate transfer.

b. A management initiated transfer.

c. An involuntary separation that is no fault of the civilian employee.

d. Training needs.

e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

0405 Travel for Rest and Recuperation (R&R) Leave

Regular R&R leave and Special R&R (SR&R) leave policy is established in DoDI 1327.06. This policy is adopted and used for civilian employees. A dependent or family member is ineligible for R&R leave transportation.

040501. R&R Leave

1. A Service member or a civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to an authorized location OCONUS. The authorized R&R duty locations and destinations are located on the DTMO website.

2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or civilian employee requests it. The CCDR or designated representative, who must be at least a General Officer or Flag Officer, may authorize the combined travel if it is in the Government's best interest. Travelers may be eligible for additional R&R leave transportation depending upon the tour of duty identified in Table 4-11.

B. Allowances

1. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination.

2. A civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-13.

3. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

4. See Section 0401 for transportation and reimbursable expenses.

5. See computation example 1 and computation example 2.

Table 4-11. Tours of Duty that Receive R&R Transportation

Type of Tour	Criteria for Eligibility
Standard	The eligible traveler must be at an authorized duty location for 91 or more days before taking the first R&R leave. One R&R leave trip is authorized for each standard 12-month tour.
Contingency	A traveler on a TDY for 12 months or more at an authorized duty location OCONUS is eligible for one R&R leave trip after serving 60 or more consecutive days at the TDY site. The CCDR at the TDY location, or a designee not lower than the General or Flag Officer level, may waive the 60-day minimum requirement for R&R leave.
Extended	If the traveler volunteers to extend a 12-month tour of duty to 18 months or more, then the traveler is eligible for an additional R&R leave trip after serving 18 months in the authorized duty location.

C. Designating Authorities. The authorities listed in Table 4-12 designate the authorized duty locations and destinations for R&R leave, which must meet the requirements of DoDI 1327.06. Do not send designation requests to the Per Diem, Travel, and Transportation Allowance Committee.

Table 4-12. Designating Authorized Duty Locations for R&R Leave Transportation

Service or Agency	Point of Contact for Requests
DoD Services	Send requests through Combatant Command channels to Principal Deputy Under Secretary of Defense for Personnel and Readiness.
National Oceanic and Atmospheric Administration (NOAA)	Send requests to the Director of NOAA Corps.
U.S. Public Health Service	Send requests to the Assistant Secretary for Health, Department of Health and Human Services.
U.S. Coast Guard	Send requests to the Commandant (CG-133), U.S. Coast Guard.

040502. Official Duty in Iraq, Afghanistan, or Pakistan

A. Eligibility. A civilian employee on a permanent duty assignment, temporary change of station, or TDY in Iraq, Afghanistan, or Pakistan for the specified amount of time is eligible for R&R leave transportation to an authorized R&R destination. See the DTMO website for the list of authorized R&R destinations.

1. An eligible civilian employee must be in an approved leave status while traveling to, from, and during the R&R leave trip (see DoDI 1400.25, Vol. 630).

2. The civilian employee is expected to return following the R&R leave trip. The Government has the authority to reclaim its costs for transporting a civilian employee who does not return to Iraq, Afghanistan, or Pakistan after the R&R leave trip.

B. Allowances. The number of R&R trips is specified in Table 4-13. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

Table 4-13. Duty Assignments for a Civilian Employee in Iraq, Afghanistan, or Pakistan that Receive R&R Transportation

Length of Assignment	Criteria for Eligibility
At Least 6 Months but Less than 12 Months	A civilian employee eligible for R&R leave is authorized one round trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan.
12 Consecutive Months or More	A civilian employee eligible for R&R leave is authorized three round trips. He or she can take the first trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan and take the remaining trips at reasonable intervals.

040503. Special R&R (SR&R) Absence in Connection with a Tour Extension

A. Eligibility. A Service member classified in a career specialty designated for SR&R must meet *all* of the following criteria to be eligible for SR&R transportation allowances:

1. Be entitled to basic pay.

2. Complete a tour of duty at a designated PDS OCONUS and execute an agreement to extend that tour for one or more years.

B. Allowances

1. An eligible Service member may receive one of the following:

a. Round-trip transportation and 15 days of SR&R absence after completing a designated tour OCONUS of 12 or fewer months.

b. Round-trip transportation and 20 days of SR&R absence after completing a designated tour OCONUS of 12 or more months.

c. Special pay for an extension of duty instead of SR&R.

2. Round-trip transportation for SR&R leave is authorized between the PDS OCONUS and either the nearest port in the CONUS (10 U.S.C. § 705(b)(2)) or an alternate destination. The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between the PDS OCONUS and the nearest port in the CONUS. See Section 0401 for transportation and reimbursable expenses. See computation example 1 and computation example 2.

CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART A: STANDARD PERMANENT CHANGE OF STATION (PCS) ALLOWANCES FOR A SERVICE MEMBER

0501 Introduction

This part includes PCS rules for travel by a Service member, travel by a dependent, local travel, and shipment and storage of belongings. It also covers the eligibility for types of standard PCS allowances: transportation, per diem, miscellaneous reimbursable expenses, dislocation allowances (DLA), and temporary lodging expenses (TLE). The standard travel and transportation rules, in Chapter 2, apply unless otherwise indicated in this chapter. Also see, Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS).

050101. PCS Transportation Allowance

A. Transportation Options. The amount of reimbursement depends upon the mode of transportation the Service member or dependent chooses to use, if not otherwise directed or authorized. Transportation allowances are for travel directly from the old PDS to the new PDS, or between authorized points as specified in the JTR. Multiple options are available for arranging and paying for transportation, subject to the limitations specified in this chapter. Use the actual amount, without rounding, when computing a monetary allowance in lieu of transportation (MALT).

1. Government transportation.
2. Government-procured commercial transportation.
3. Personally procured commercial transportation.
4. Privately owned transportation.

B. Using Mixed-Mode Transportation. If more than one mode of transportation is used between official points, this is mixed-mode travel (see “mixed-mode travel” in Appendix A). A Service member or dependent may use more than one mode of transportation.

050102. PCS Per Diem Allowance

This section addresses per diem allowances to and from official travel locations. The amount of reimbursement is determined by the mode of transportation authorized and used, the official distance, the number and age of dependents authorized to travel, and whether a dependent is traveling with the Service member. Use the actual amount, without rounding, when computing per diem allowances.

050103. Miscellaneous Reimbursable Expenses

See Chapter 2 for information about miscellaneous reimbursable expenses.

050104. Dislocation Allowance (DLA)

A DLA partially reimburses a Service member for expenses incurred in moving a household. The household move must be required by a PCS, ordered for the Government's convenience, required due to an evacuation, or otherwise authorized in Section 0505. A DLA is a flat amount and may be paid as a primary DLA, a secondary DLA, or a partial DLA, depending upon the circumstances of the household move. A DLA is mandatory when the conditions in this chapter are met. Only one DLA is permitted in a fiscal year, unless the situation qualifies as an exception specified in par. 050501.

050105. Temporary Lodging Expense (TLE)

A TLE is an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the continental United States (CONUS) during a PCS move. Use the actual amount, without rounding, when computing TLE allowances.

050106. Pet Quarantine Incident to a PCS

A. Eligibility. A Service member on a PCS order is authorized reimbursement for mandatory pet quarantine fees for household pets. A household pet is a cat or a dog.

B. Allowances. Reimbursement for actual mandatory household pet quarantine fees is authorized, limited to $550 per PCS move.

C. General Pet Information. Additional information on pet quarantine is found on the DTMO website.

D. Pet Transportation. Transportation for a household pet is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS in accordance with par. 060204.

0502 PDT Transportation

050201. Transportation Types Most Advantageous to the Government for PCS Travel

A. Privately Owned Vehicle (POV). A POV is advantageous for use by a Service member or dependent. However, a Service can restrict POV use within its own regulations and may allow AOs to include these restrictions on PCS orders. An AO cannot restrict a Service member or dependent from using a POV on a PCS move unless a Service regulation contains the restriction. See par. 050203, when transoceanic travel is involved.

B. Government Transportation. Government or Government-procured transportation is advantageous for transoceanic travel by a Service member or dependent.

050202. Airplane, Train, Ship, and Bus Transportation

A Service member or dependent must use the Travel Management Center (TMC) for PDT. The standard travel and transportation allowances specified in Chapter 2 apply, unless otherwise indicated in this chapter.

A. Commercial. Reimbursement of personally procured transportation is limited to what the Government would have paid had the Service member or dependent purchased the ticket through the TMC for authorized transportation over a usually traveled and direct route (see "policy-constructed airfare" in Appendix A).

B. Government. An AO may direct a Service member or a dependent to use Government transportation.

1. A Service member or dependent who, for personal reasons, uses a transportation mode other than the mode directed is not reimbursed for transportation costs.

2. The AO must authorize or approve any reimbursement for excess accompanied baggage when a Service member or dependent uses Government transportation .

C. Air Travel Medically Inadvisable. When air travel is medically inadvisable for a family member:

1. The family should not be separated unless the family members agree to be separated, or military necessity requires the Service member to travel separately.

2. Surface transportation by the least costly commercial train or ship passenger accommodations must be used.

3. The provisions directing a Service member to use Government or Government-procured transportation do not apply.

D. Travel by Oceangoing Car Ferry

1. A Service member or dependent traveling by POV partly by road and partly by car ferry may be authorized transportation allowances. Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, may be authorized for passage on the car ferry. The cost of a POV transported on a car ferry with the Service member or dependent does not constitute POV shipment. It is considered a reimbursable transportation expense.

a. MALT is authorized for the official distance from the old PDS to the car ferry port of embarkation and from the car ferry port of debarkation to the new PDS.

b. The traveler is authorized Government-procured ferry transportation, or reimbursement for personal transportation costs on the car ferry (including any part of the costs related to POV movement, limited to the Government-procured ferry transportation cost).

c. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip. When a Service member is authorized or approved reimbursement for using more than two POVs, MALT and car ferry fees are authorized for each POV.

2. A U.S. flag car ferry must be used, if available. See par. 020206 for U.S. flag carrier requirements.

3. If POV transportation aboard an oceangoing car ferry at Government expense results in excess transportation costs, these costs are not collected from the Service member.

E. Directed Travel over other than a Usually Traveled Route. When a Service member is ordered to travel over a route involving a higher cost to the Government because the travel order is amended or modified while he or she is en route, then a Service member is authorized allowances over the ordered route.

F. Pet Transportation. When a traveler chooses transportation that is more expensive than the lowest Government-contracted airfare because he or she is transporting a pet, then the traveler is financially responsible for the additional costs.

050203. POV

A Service member or dependent who uses a POV may be authorized MALT. MALT is based on the official distance in par. 020204, when traveling on a PCS order between any of the official points specified in Table 2-2. A rental car used for PCS travel is considered a POV. Use the actual amount, without rounding, when computing MALT. See Chapter 2 for POV use to or from a transportation terminal or PDS, or miscellaneous reimbursable expenses associated with POV transportation.

A. Transoceanic Travel

1. POV. An AO may authorize a Service member or dependent to use a POV on a route normally involving transoceanic travel if it is to the Government's advantage.

a. This provision only applies if the POV is used for the entire distance between the official points specified in par. 020205. This applies regardless of whether reimbursement exceeds other transportation modes.

b. If the Service member or dependent does not use a POV for the entire distance as authorized and instead uses mixed-mode transportation, then reimbursement is limited to the actual transportation cost or the policy-constructed POV cost, whichever is less.

2. Privately Owned Boat. A Service member or dependent who travels by privately owned boat may be reimbursed for either the policy-constructed airfare or the actual cost for fuel, oil, and docking fees, whichever is less.

B. Multiple Travelers

1. Passengers in a POV. When more than one traveler on official orders uses the same POV, only one traveler may receive reimbursement for MALT and POV-related reimbursable expenses. All other travelers in the same vehicle are considered passengers and receive no transportation reimbursement. Computation Example.

2. Use of More than One POV. A Service member authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs used for PDT within the same household

may be authorized or approved through the Secretarial Process.

Table 5-1. Use of More than One POV	
If…	**Then…**
a Service member and dependent relocate on a PCS move and use two POVs,	reimbursement is authorized for each vehicle to include car ferry fees for each POV.
a Service member does not use a POV and the dependents use two POVs,	reimbursement is authorized for each vehicle.
more than two POVs are authorized,	
the same POV is used to transport the Service member or dependent for more than one trip between the old PDS and new PDS,	reimbursement is authorized for each official trip.
more than two licensed drivers are in the family, the family has more than two POVs, and this is the only reason additional POVs are requested,	reimbursement is authorized for only two POVs.
Examples of When More Than Two POVs Are Routinely Authorized or Approved	
● The number of family members, including their luggage, cannot be transported in two vehicles. ● A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the Service member or dependent. ● A Service member must report to the new PDS before the dependents and the delayed travel is for reasons acceptable to the AO, such as school-term completion or personal business-affairs settlement and there are more dependents than can reasonably fit together with luggage in a single POV. ● The dependents perform unaccompanied travel between authorized points other than those that the Service member uses, such as travel to a designated place or to the new PDS while the Service member has a TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV. ● The dependents perform unaccompanied travel to the new PDS before the Service member's reporting date for reasons acceptable to the AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV.	

050204. Indirect or Circuitous Travel To, From or Between OCONUS Points

A. Eligibility. A Service member or dependent who performs PCS travel to, from or between OCONUS points over an indirect or circuitous route at personal expense and convenience is authorized travel allowances unless he or she was directed to use Government transportation and did not use it when it was available.

B. Allowances. A Service member may receive the following travel allowances, limited to the amount he or she would have been authorized had travel been via the direct route between the old PDS and new PDS:

1. MALT plus flat per diem (MALT Plus) for land travel performed from the time the Service member or dependent departs the old PDS until the Service member reports to, or the dependent arrives at, the new PDS.

2. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem.

3. Reimbursement for transoceanic travel on non-U.S. flag transportation as specified in par. 020206.

050205. Authorized Travel Time

A. Travel Time Rules. A Service member or dependent is authorized travel time to complete a PDT move. The Department of Defense (DoD) Component determines the authorized arrival and departure date, but the AO computes the authorized travel time using the official distance, the mode of transportation authorized, and the transportation used. The distance from the home, office, or residence to the local transportation terminal is not considered when computing travel time. Compute the maximum authorized travel time for PDT as if travel were performed using a POV.

1. If the ordered travel is 400 or fewer miles between official points and the traveler uses a POV, Government automobile, or rental vehicle, then 1 day of travel is authorized for the official distance.

2. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.

Table 5-2. Authorized Travel Time Rules

If…	Then…
authorized travel by commercial air,	one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).
the Government purchases commercial air, train, or bus transportation,	the authorized travel time is the actual time needed to travel over the direct route, including necessary delays.
traveling by commercial train,	compute the authorized travel time using the scheduled departure and arrival dates.
a traveler using an airplane, train, or bus chooses to travel by a transportation mode other than the one authorized,	use the actual travel time, limited to the travel time for the authorized mode of transportation.
the time between the departure date and the arrival date (elapsed time) is less than the authorized travel time,	the elapsed time is the basis for the payment.
a Service member is reassigned between activities at the same PDS,	no travel time is allowed.
a PCS order is modified, canceled, or revoked after travel has begun,	travel time is allowed between the same points used to determine the Service member's allowances.
a Service member travels to a local transportation terminal from the home, office, or residence,	this travel is not included in the determination of authorized travel time.
a Service member has a TDY en route,	travel time is the time allowed for the authorized mode of transportation between official points.
the elapsed time is more than the authorized travel time, such as when the traveler takes leave,	
a PCS is a unit move and a Service member is not escorting a dependent,	compute the travel time for the authorized mode of transportation.
a PCS is a unit move and a Service member is on an accompanied tour,	
a PCS is a unit move and a Service member escorts a dependent to or from a designated place while changing duty	compute the Service member's travel time for the authorized mode of transportation to the new PDS. The following legs of the trip are limited to the policy-constructed travel time as

Table 5-2. Authorized Travel Time Rules	
If…	**Then…**
locations to or from an unaccompanied tour OCONUS,	if the travel had been performed by Government-procured transportation: ● The return trip after escorting the dependent from the old PDS to the designated place. ● The trip from the new PDS in the CONUS to the designated place to retrieve the dependent upon conclusion of the unaccompanied tour OCONUS.
a POV delivery or pick-up is separate from en route PCS travel,	par. 020302 applies.
the PCS involves two afloat units or an afloat unit and a shore activity,	use the unit's location on the departure date or the planned location at the arrival date to determine travel time. This is subject to correction after the fact if either point changes.
Computation Example	

B. Mixed-Mode Travel. When travel is by mixed-mode transportation, compute the maximum number of days authorized as though a POV was used. Travel between the duty location and local terminal, or between local terminals is not considered. To compute mixed-mode travel time, the following computation applies:

Table 5-3. Computation for Mixed-Mode Travel*	
Steps	**Instructions**
Step 1	Determine the official distance between the authorized separate legs of the journey in par. 020205. If the distance is 400 or fewer miles, 1 day of travel is allowed. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.
Step 2	Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. If the distance is less than what was allowed in Step 1, then divide by 350. If the excess distance is 51 or more miles, one additional travel day is authorized.
Step 3	Allow 1 day for travel by air, train, or bus transportation.
Step 4	Add Step 2 and Step 3 together, to determine the authorized travel time.
**When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.*	
Computation Examples without Leave Involved	Computation Examples with Leave Involved

C. Transoceanic Travel Time. The actual time required for transoceanic travel by aircraft or ship, over a usually traveled direct route, is authorized. The embarkation or debarkation day at the terminal or port while awaiting transportation is included, regardless of the arrival or departure hour

D. Additional Travel Time. A Service member may request additional travel time for reasons beyond his or her control. The commanding officer may authorize or approve the actual time used or a shorter period than requested. Per diem is payable for any day additional travel time is authorized. The commanding officer may require additional documentation supporting the circumstances.

0503 PCS Per Diem

The specified per diem rates apply for all related travel unless otherwise authorized or restricted in the JTR. This includes but is not limited to necessary delays awaiting further transportation, delays at the port of embarkation or port of debarkation, and a TDY en route. Calculate travel time for en route per diem payments using the lesser of either the authorized travel time or the actual travel time. If the travel includes crossing the International Date Line, see par. 020314 and the PCS examples for additional computation guidance. When residence relocation is unnecessary because the PCS is a short distance move, no MALT Plus is authorized unless the Service member is ordered to perform a TDY en route.

050301. PCS Per Diem when Traveling by POV

Table 5-4. PCS Per Diem Rules when Traveling by POV (MALT Plus)	
If a Service member uses a POV…	**Then…**
between authorized points,	MALT Plus at the standard CONUS per diem rate is paid for each authorized travel day. Any Service member traveling on an official PCS order in a POV may receive MALT Plus.
and uses Government quarters or dining facilities while traveling between authorized locations,	there is no impact to the MALT Plus calculation.
and takes leave in connection with a PCS, or has a TDY en route,	MALT Plus is authorized for the allowable travel time between official points of the journey.
on any day that Lodging Plus, as specified in par. 02031, and MALT Plus could both apply, such as the arrival day at a TDY location or point of embarkation,	for that day, apply the rules in par. 020310. The day cannot be considered an authorized travel day for MALT Plus. Although per diem in the situation is paid using the Lodging Plus rules, the transportation is still paid at the MALT rate.

050302. PCS Per Diem when Traveling by Airplane, Train, Ship, or Bus

Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus	
If a Service member travels…	**Then…**
between authorized points,	follow the calculation rules in par. 020310, for per diem at the destination locality rate paid for official travel time between authorized points.
and takes leave while traveling or there is a TDY en route,	
at the same time as his or her family and Government quarters cannot accommodate them to stay together,	neither the Service member nor his or her family are required to use the Government quarters at points of embarkation and debarkation.
by oceangoing car ferry and is required to spend the night on the car ferry anywhere in the world,	• lodging is authorized for required accommodations unless they are included in the car ferry transportation cost. • on the day of arrival on the car ferry (the day of embarkation) and for each day thereafter through the day before the departure day from the car ferry, the meal and incidental expenses rate (M&IE) is computed using the highest M&IE rate in the CONUS. • on the day of departure from the car ferry (the day of

Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus	
If a Service member travels…	**Then…**
	debarkation) compute the M&IE as follows: ● If travel ends on the debarkation day, then the rate used is the locality per diem rate for the new PDS. ● If travel does not end on the debarkation day, the rate used is the locality per diem rate for the Service member's or dependent's location at 2400 on that day. The Service member or dependent is authorized MALT Plus beginning the day after the debarkation day from the car ferry if travel by POV continues on the day after the debarkation day from the car ferry.
by oceangoing car ferry and is not required to spend the night on the car ferry,	the M&IE rate is MALT Plus while on the car ferry.
by commercial ship and meals are furnished without charge or are part of the accommodations cost	Per diem is not authorized except on embarkation and debarkation days. On those days, the locality per diem rate for the port of embarkation or port of debarkation, as appropriate, applies.

050303. PCS Per Diem for Dependents

A. Per Diem Rates. When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS (see Table 5-6).

Note: PCS allowances are not authorized for dependent travel to, from, or while at an en route TDY location.

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order		
Conditions	**12 Years of Age* and Older**	**Less Than 12 Years of Age**
Dependent Travels with the Service Member	Per diem is calculated at 75% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.	Per diem is calculated at 50% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.
1 Dependent Travels Separately from the Service Member	100% of what the Service member would have received.	
2 or More Dependents Travel Separately from the Service Member**	Per diem is calculated at 100% for the first dependent and 75% for each of the remaining dependents traveling with the first dependent.	Per diem is calculated at 50% for each dependent traveling with the first dependent for direct travel between the old and new PDS.
**See Table 5-7 for the effect of the dependent's age on per diem.* ***Dependents use different routes or travel at different times.*		
Computation Example		

B. Dependent Age and Eligibility. Eligibility for dependent travel and transportation allowances is based on whether the individual is a dependent on the effective date of the PCS order. If an individual is not a dependent when travel begins, then there is no authorization for travel and transportation

allowances at Government expense unless specifically authorized within the JTR. The timing of when a dependent child reaches 12 years of age impacts the per diem rate paid. Table 5-7 specifies how to determine the dependent's age for payment of travel and transportation allowances.

Table 5-7. Effect of Dependent Age Changes on Allowances	
If…	**Then…**
dependent travel begins 60 or fewer days after the PCS order's effective date,	travel and transportation allowances are based on the dependent's age on the date travel begins.
dependent travel begins more than 60 days after the PCS order's effective date,	travel and transportation allowances are based on the dependent's age on the 60th day.
dependent travel begins on or before the PCS order's effective date and ends after the PCS order's effective date,	per diem is based on the dependent's age on the effective date of the PCS order.
dependent travel ends before the PCS order's effective date,	per diem is based on the dependent's age on the date travel ends.
the Service member is performing a PCS to a location OCONUS and dependent travel is delayed,	travel and transportation allowances to a designated location are determined as specified in Rows 1-4 of this chart.
the dependent traveled to a designated location awaiting authorization to travel to the PDS OCONUS,	authorized travel and transportation allowances to the PDS OCONUS from the designated location are based on the dependent's age at the time of travel.
a dependent is authorized to travel to, from, or between locations OCONUS,	travel and transportation allowances are determined separately for each leg of the journey.
a dependent travels from the old PDS to the aerial or water port of embarkation,	travel and transportation allowances are as specified in Rows 1-6 of this chart.
a dependent travels from the aerial or water port of embarkation to the port of debarkation,	travel and transportation allowances are based on the dependent's age on the embarkation date.
a dependent travels from the aerial or water port of debarkation to the destination,	travel and transportation allowances are based on the dependent's age on the date travel begins from the port of debarkation, provided there is no undue delay for personal reasons. A Service member is liable for costs associated with an undue delay for personal reasons.
a Service member performs a TDY en route in connection with the PCS, and the dependent travel is authorized but the dependent delays travel until the TDY is completed,	travel and transportation allowances are based on the dependent's age on the date travel actually begins. When travel begins 60 or more days after the TDY ends, then travel and transportation allowances are based on the dependent's age on the 60th day after TDY completion
a Service member performs a TDY en route in connection with a dependent-restricted PCS tour, and the dependent does not travel to a designated location until the TDY ends,	travel and transportation allowances are based on the dependent's age on the date travel actually begins. When travel begins 60 or more days after the PCS order's effective date, then allowances are based on the dependent's age on the 60th day after the PCS order's effective date.

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

0504 Standard Dependent Travel Allowances

050401. Time Limit

A Service member's authority for dependent travel and transportation allowances may be used while the PCS order remains in effect, before receipt of a new PCS order to another PDS, unless specifically restricted in the JTR. This includes receipt of a home port change announcement. However, dependent travel must be because of the Service member's PCS and not for personal reasons.

050402. Funds Advance and When Transportation Documents or Funds are Lost or Stolen

A. Funds Advance. A Service member authorized dependent travel and transportation allowances may receive an advance of funds for the allowances. A Service member authorized dependent transportation in connection with a separation or relief from active duty may be advanced an amount equal to 75% of the MALT. However, if a Service member fails to complete at least 90% of the initial active duty obligation and is separated from the Service or relieved from active duty under Section 0510, the advance is limited to 75% of the amount for the least costly available transportation mode. A Service member authorized dependent travel and transportation upon retirement is authorized a funds advance.

B. Transportation Documents or Funds are Lost or Stolen. A dependent traveling on a PCS order at Government expense who is stranded en route because documents or funds needed to purchase authorized transportation were lost or stolen may be furnished transportation-procurement documents in accordance with Service regulations.

050403. Dependent Travel before an Order is Issued

This paragraph does not apply to travel for an early return of a dependent, for evacuation travel, or for travel under Section 0508.

A. General. Ordinarily, travel that occurs before an order is issued is at personal expense and no reimbursement is authorized. However, a Service member is authorized dependent travel and transportation allowances for dependent travel that occurs before a PCS order is issued but after the Service member has been advised that such an order would be issued. The Service member must be otherwise eligible for dependent travel and transportation allowances.

B. Conditions. General information provided to the Service member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, when the service-term expires, retirement eligibility date, or expected rotation date) is not advice that an order will be issued. Any travel voucher for travel occurring before a PCS order is issued must be supported by a statement from the PCS AO or designated representative, that the Service member was advised that the order would be issued, and must cite this paragraph as authority for payment. Transportation must not be provided before a PCS order is issued.

050404. Deferred Dependent Travel

If a Service member chooses not to move a dependent when he or she is authorized to do so, the dependent travel and transportation allowances for an eligible dependent are payable during a subsequent

PCS, as indicated below.

1. The allowance is for the actual travel to the new PDS. However, the allowance is limited to the greater of the distances from one of the following locations to the new PDS:

a. Home of record (HOR) or place where last entered or called to active duty (PLEAD), unless the dependent was moved to the HOR or PLEAD in connection with a move to a non-PDS location.

b. Designated place.

c PDS from which the Service member elected not to move the dependent.

d. Last PDS.

2. Any interim PCSs for which the Service member did not claim dependent travel and transportation allowances are ignored.

050405. When Dependent Travel and Transportation Allowances are not Payable

A. No Allowances Authorized. Table 5-8 contains three columns specifying the situations when dependent travel and transportation is not authorized. Reasons related to travel OCONUS are contained in Section 0508. Dependent travel and transportation allowances are not authorized in the following circumstances or as specified in Table 5-8:

1. Between points otherwise authorized in Section 0504 to a place where they do not intend to establish a permanent residence, including pleasure trips. For PCS travel of a student, the student's permanent residence when not living with the Service member while at school is the Service member's PDS, or the designated place of the Service member's other dependents if they are not authorized to reside with the Service member.

2. For transoceanic land transportation or land transportation OCONUS when the Service member is without dependents, as defined in Chapter 9, unless a Service member is assigned to a COT and is to serve an accompanied tour at the new PDS.

3. To a PDS OCONUS when a Service member's unexpired term of service is less than the specified tour, unless he or she voluntarily extends the term of service to permit completion of the specified tour or the Secretary concerned grants an exception to the normal tour on an individual case basis.

4. To a TDY location when a Service member is assigned to an indeterminate TDY (ITDY).

Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized	
Traveler	**Not Authorized Dependent Travel and Transportation Allowances**
Service Member	● A cadet or midshipman. ● Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks (except as in Section 0322). ● A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months.

Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized	
Traveler	**Not Authorized Dependent Travel and Transportation Allowances**

	● Called or ordered to active duty for training for:
	  ● 139 or fewer days when the active duty for training period intended in an order is for 139 days or less, except as in Section 0322.
	  ● 140 or more days when the active duty is at more than one location, but less than 140 days, except as in Section 0322, at any one location.
	● Called to active duty for reasons other than training for:
	  ● 180 or fewer days.
	  ● 181 or more days when the active duty is at more than one location, but 180 or fewer days at any one location.
	  ● 181 or more days at one location, but authorized per diem as specified in Section 0303.
	● Absent Without Leave.
	● A Deserter or Straggler.
	● Dropped or dismissed.
	● Transferred as a prisoner to a detention facility.
	● Transferred to a different location to await trial by court-martial.
	● In confinement, except as in par. 050804.

Dependent	● Is a Service member on active duty, on the PCS order's effective date (see Section 0509 for travel and transportation allowances after the spouse is no longer on active duty). ● Is not a dependent, except as in par. 050409, on the PCS order's effective date. Allowances when a spouse separates or retires from the Service after the Service member's PCS order's effective date and when a dependent's travel and transportation is due to an IPCOT are unaffected. Receives any other Government-funded travel and transportation allowances for this travel. ● Is a Service member's or spouse's parent, stepparent, or person in loco parentis, who does not reside in the Service member's household, unless otherwise authorized or approved through the Secretarial Process. The exception to this is for a dependent listed in this table who was transported at Government expense to a PDS OCONUS as an eligible dependent, but who no longer qualifies as a dependent and is returned to the CONUS at Government expense. ● Is a dependent child who is not in the Service member's legal custody and not under his or her control on the PCS order's effective date. See Section 0511 for travel authorization when legal custody or control changes after the PCS order's effective date.

B. Only Per Diem Authorized

1. Per diem is payable for any part of a journey that a U.S. flag air carrier or ship is available, but a dependent uses foreign flag transportation.

2. Per diem is payable when dependent transportation is made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

050406. Service Member Attains Eligibility for Dependent Travel

A Service member, ineligible for dependent travel and transportation allowances to a new PDS under

Table 5-8, who later attains eligibility, is authorized dependent travel and transportation allowances on the next qualifying PCS, as specified in this paragraph.

Table 5-9. Allowances for a Service Member Who Attains Eligibility for Dependent Travel		
If a Service member is on active duty at a…	**And…**	**Then…**
location in the CONUS to which dependent travel is authorized	attains eligibility for dependent travel and transportation allowances while at that location,	the Service member is authorized dependent travel and transportation allowances on the Service member's next qualifying PCS in or to the CONUS. Unless otherwise specified in the JTR, travel is authorized from the dependent's location on the date the PCS order was received, limited to travel from the PDS where the Service member attained eligibility to the new PDS or to another authorized location.
location OCONUS to which dependent travel is authorized	attains eligibility for dependent travel and transportation allowances while at that location and the dependent is command-sponsored,	the Service member is authorized travel and transportation allowances for the dependent's travel on the Service member's next PCS OCONUS if the Service member has at least 12 months remaining on the tour OCONUS at that location after the dependent is scheduled to arrive, unless otherwise exempted. Travel authorization is from the dependent's location on the PCS order receipt date, limited to the authorization for travel from the PDS where the Service member attained eligibility to the new PDS or to another authorized location.
	attains eligibility for dependent travel and transportation allowances while at that location and the dependent is not command-sponsored,	the Service member is not authorized travel and transportation allowances for the dependent's travel on the Service member's next PCS OCONUS, until the dependent obtains command-sponsorship.
dependent-restricted tour area	the Service member becomes eligible for travel and transportation allowances while at that location,	the Service member is authorized travel and transportation allowances for the dependent only upon a PCS to a PDS where dependent travel and transportation is authorized. If the new PDS is OCONUS, the dependent must be command-sponsored before the AO authorizes allowances to the new PDS. Travel is authorized from the dependent's location on the date the PCS order was received to the new PDS or to another authorized location. This is limited to the travel to the new PDS from the location where the dependent remained, or moved to at personal expense, when the Service member was transferred to the dependent-restricted tour area.

050407. Dependent Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when a PCS Order Is Received

The Service member is authorized dependent travel and transportation allowances from the old PDS, designated place, or safe haven to the new PDS, if the dependent returns to the old PDS, designated place, or safe haven and travels from there to the new PDS (B-195643, April 24, 1980).

050408. Travel and Transportation Involving Locations Other Than the Old or New PDS

This paragraph does not apply to travel to or from a designated place. For this paragraph, the place where the dependent resides and from which the Service member commutes daily to the PDS is treated as his or her PDS location. A Service member in receipt of a PCS order is authorized dependent travel and transportation allowances from the place where the dependent resides to the new PDS, or from the old PDS to the new place where the dependent will reside, limited to the authorization from the old to the new PDS.

050409. Spouse Separates or Retires from the Service after the Effective Date of a Service Member's PCS Order

When a Service member married to a Service member travels on a PCS order and his or her spouse separates or retires from the Service after the PCS order's effective date, he or she is authorized dependent PCS travel and transportation allowances for that spouse. This is limited to the cost for travel from the separated or retired spouse's last PDS to the Service member's PDS on that PCS order.

050410. Escort for a Dependent

A. Eligibility. Escort travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstance. The Service member's AO or commanding officer may appoint an escort for the dependent. An escort for a dependent may be authorized for any of the following reasons:

1. The Service member cannot accompany a dependent. A dependent is authorized an escort within the 1-year period after the Service member dies, is declared missing, is injured, or is otherwise unable to accompany the dependent. A Service member, civilian employee, or another person may serve as an escort.

2. Concurrent dependent travel to the new PDS is not permitted by the Secretary concerned for a sole parent or a Service member married to another Service member. Round-trip travel and transportation is authorized for a Service member who serves as an escort for the dependent, once command-sponsorship is granted. If Government transportation is not available, then transportation as specified in Section 0502, is authorized. The following Service members may serve as an escort for the dependent:

a. A Service member who is a sole parent, but not another person.

b. A Service member married to another Service member, but not both.

B. Escort Allowances.. A Service member escort under this paragraph is authorized round-trip

TDY travel and transportation allowances as specified in Chapter 2. A civilian employee escort, under this paragraph, is authorized the TDY travel and transportation allowances in regulations issued by the Agency or Department that is funding the travel. A person other than a Service member or civilian employee, designated to travel as an escort for a dependent, is issued an ITA (see Section 0305). This individual is authorized the same transportation and travel allowances as a civilian employee on TDY as specified in Chapter 2. See invitational travel order sample on the DTMO website.

Note: See par. 050804 for an escort associated with an early return of a dependent.

050411. Dependent Joins or Accompanies the Service Member during TDY En Route

A. Basic Allowance. When a dependent accompanies or joins a Service member performing TDY en route between two PDSs, the dependent's travel and transportation allowances are as specified in this paragraph. The Service member's travel time and the amount of per diem paid for the Service member's PCS travel are not used in computing the per diem for dependent PCS travel. Compute travel time as specified in par. 050205. No per diem is authorized for the dependent while at the TDY location. The Service member is authorized PCS allowances for the actual dependent travel performed limited to the greater of the following:

1. MALT for the official distance between authorized points as if the dependent had traveled separately, plus a per diem for the constructed travel time between the authorized points.

2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as in Chapter 2 for the time required for travel between authorized points. If Government-procured transportation is used, then subtract the Government-procured transportation cost from the allowances.

B. Dependent Travels with the Service Member in the Same POV. The MALT rate applies for the official distance from the old PDS to the TDY location and then to the new PDS. No additional MALT is authorized for the dependent travel. The per diem rate in par. 050303, applies when the dependent travels with the Service member for the allowable travel time for that leg of the journey.

C. Dependent Travels in a Separate POV. The MALT rate applies for the Service member's travel from the old PDS to the TDY location and then to the new PDS. The Service member also is paid the MALT rate for the dependent's direct travel from the old PDS to the new PDS. The per diem rate in par. 050303, applies when the dependent travels separately from the Service member for the allowable travel time for that leg of the journey.

0505 Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a Service member for the expenses incurred while relocating his or her household under the circumstances specified in this section. This section includes rules when the Service member is considered to be with or without a dependent or is married to another Service member. It also includes situations when a secondary DLA or partial DLA is warranted. DLA may be paid in advance.

050501. Fiscal-Year Limitations

A. Eligibility. A Service member who is eligible for a DLA, with or without a dependent, must follow the fiscal-year requirements specified below.

B. Allowances. A Service member is authorized only one DLA payment during a fiscal year unless one of the following occurs (37 USC §477):

1. Payment is made for partial DLA.

2. The Secretary concerned determines that the Service's requirements warrant more than one PCS during the current fiscal year. The authority listed in Table 5-10, may authorize additional DLA payments.

Table 5-10. Authority for Exceptions to Fiscal Year Limitations

Service or Agency	Service Secretary's Delegated Authority
USA, USN, USAF	No lower than a General or flag officer at the headquarters level who directs assignments.
USMC	No lower than an O-6 at the headquarters level who directs assignments.
USCG	To the Commander of the USCG Personnel Service Center.
NOAA Corps	To the Director of the NOAA.

3. The Service member is on a PCS to, from, or between a course conducted, controlled, and managed by one or more of the Services.

4. The eligible dependent is relocated to a designated place due to an evacuation.

5. The Service member's household is moved due to a national emergency or in time of war.

6. The Service member or a dependent is moved under any of the following circumstances:

a. PCS order is amended, modified, canceled, or revoked .

b. Service member is reported as dead or absent for 30 or more days and in a missing status.

c. Early return of dependents.

7. The household is moved due to a base realignment and closure (BRAC).

8. The Service member is ordered to a unit undergoing a change of home port for commissioning, outfitting, or overhaul, or because a shore unit is undergoing a change in PDS.

9. A Service member's dependent relocates due to the Service member being assigned to ITDY.

C. Determining Fiscal-Year Eligibility

1. To determine the fiscal year in which DLA authority occurs, use the Service member's

departure or detachment date from the old PDS in accordance with the PCS order.

2. Exclude PCS moves in the same fiscal year for which a DLA was not authorized when determining if the fiscal-year limit applies to a DLA payment.

3. Except under the conditions in pars. 050501.B3, 050501.B6, and 050501.C2, all PCS moves, including those approved by the Secretary concerned, are counted to determine if the statutory limitation applies.

050502. Service Member with or without a Dependent

The amount payable for a DLA is usually based on whether the Service member has a dependent. The allowances in this paragraph apply regardless of if the Service member has a dependent. A Service member may be eligible for DLA in any of the following circumstances:

A. Short-Distance Move. The Service member is authorized a short-distance HHG move at Government expense:

1. From a private-sector residence to another private-sector residence, for the Government's convenience, when proper authority directs the Service member to vacate local housing because the residence does not meet the Service's health and sanitation standards. This does not apply to moves to or from privatized housing.

2. Due to a PCS to a new PDS that is in proximity to the old PDS or when reassigned between activities at the same PDS (42 Comp. Gen. 460 (1963)).

B. PCS Order Due to A Change in Service. A Service member is separated or relieved from active duty from one Service to continue on active duty in another Service without a break in service under the authority of 10 USC §716, or any similar statutory provision is eligible for a DLA when the household move is due to a PCS order resulting from a change of Service. The service performed after such separation is a continuation of the prior period of service.

050503. Service Member with a Dependent

For DLA purposes, a Service member with a dependent is one who, on the effective date of a PCS or ITDY order, has a dependent who is authorized transportation under that order. If the spouse is a dependent on the effective date of the order, the Service member is a Service member with a dependent even if the spouse received travel allowances upon separation from the Service as a former Service member.

A. Eligibility. A Service member with a dependent is authorized a DLA when:

1. The dependent relocates in connection with a PCS.

2. The dependent relocates in connection with an official alert notification before the Service member receives a PCS order to a PDS OCONUS where dependent travel is not authorized. The Service member becomes eligible for the DLA once the PCS is completed.

3. The Service member performs a PCS between PDSs not in proximity to each other, or relocates due to an ITDY order, but the dependent makes a proximity move based on the PCS order or

ITDY order. For the Service member to be eligible for a DLA, he or she must provide one of the following:

a. A statement that the household move was necessary as a direct result of the PCS or ITDY from the new PDS commanding officer or from that commanding officer's designated representative. The designated representative cannot re-delegate this authority.

b. A statement that the move was necessary as a direct result of the PCS or ITDY when the PCS is to or from a dependent-restricted tour. In this case, the commander's statement is not required and the Service member's statement must be accepted.

4. A dependent moves because a Service member is reported as dead or absent for 30 or more days in a missing status.

5. One or more dependents returns early from a PDS OCONUS at Government expense. The Service member is authorized a DLA either the day the first dependent arrives at the permanent residence location or the day all of the dependents have departed the PDS overseas, whichever event occurs later. The Service member is ineligible for a DLA if the dependent is authorized to return to the Service member's PDS OCONUS.

6. The dependent makes an authorized move to or from a PDS OCONUS in connection with a tour change from accompanied to unaccompanied, or from unaccompanied to accompanied, at the same PDS OCONUS after the initial tour of duty completion.

7. A dependent completes travel to or from a designated place due to a PCS order or an evacuation order. When a dependent completes travel to a designated location due to a PCS order, no other DLA is payable for that PCS unless the Service member's tour changes after the initial tour of duty completion and a dependent travels.

8. The Service member is ordered to move due to a BRAC Commission action and, as a result, the dependent moves.

9. A dependent moves in connection with an ITDY order.

10. The Service member relocates the household when he or she transfers from OCONUS, or inside the CONUS, to a hospital in the CONUS for observation and treatment. A statement of prolonged hospitalization is required from the receiving hospital's commanding officer when the Service member transfers to a hospital in the CONUS from inside the CONUS.

B. Allowances. If the dependent moves with the Service member, DLA at the with-dependent rate is paid. When a dependent is authorized to travel, but does not move with the Service member, DLA at the without-dependent rate may be paid, provided Government quarters are not assigned at the new PDS. If the dependent later joins the Service member and travels at Government expense, the difference between the without-dependent rate and the with-dependent rate may be paid.

050504. Service Member Considered to be without a Dependent for DLA

A. Eligibility

1. A Service member has no dependents.

2. A Service member may be eligible for a DLA and would be considered without a dependent when he or she:

a. Has a dependent who is authorized travel and transportation allowances in connection with a PCS but the dependent does not relocate (59 Comp. Gen. 376 (1980)).

b. Is not authorized travel and transportation allowances for a dependent to relocate either in connection with a PCS or to a new PDS.

B. Allowances. A DLA is authorized when a Service member is:

1. Ordered and moves to a new PDS where Government quarters are not assigned.

2. Ordered to a new PDS where Government quarters are assigned and occupied upon arrival at the new PDS for 60 days or less. The Service member's commanding officer may authorize or approve extending the 60 days by an additional 60 days for a total of up to 120 days when circumstances warrant.

Note: When calculating the 60 days, exclude days the Service member is deployed or on a TDY.

3. Ordered to, and actually moves, in connection with a BRAC Commission action of a U.S. installation.

4. Assigned to a two-crew nuclear submarine, not assigned Government quarters, and occupies a private-sector residence for 16 or more days before reporting aboard the ship (57 Comp. Gen. 178 (1977) and 59 Comp. Gen. 221 (1980)) upon arrival at the ship's home port or upon arrival at the ship's new home port when the ship's home port is changed.

050505. A Service Member Who Has No Dependent

A Service member who has no dependents is authorized DLA when:

1. Assigned to permanent duty aboard a ship if he or she:

a. Chooses not to occupy assigned shipboard quarters and is above the grade of E-5, or is authorized BAH and is in the grade of E-5 or E-4.

b. Occupies private sector housing ashore.

Note: DLA at the without-dependent rate is payable under this paragraph when the Service member is a Service member with a dependent for housing purposes only because the Service member is paying child support.

2. He or she is assigned quarters belonging to the United States, or to a housing facility under a Service's jurisdiction, that do not meet the DoD minimum adequacy standards, and the Service member above grade E-5 chooses not to occupy the quarters.

050506. Service Member Married to Another Service Member

A. Eligibility. A Service member who is married to another Service member may be eligible for a DLA. However, neither Service member is a dependent of the other.

B. Allowances. Table 5-11 specifies the DLA rate to authorized Service members under specific conditions. Computation Examples.

1. DLA is payable for Service members assigned to the same new PDS but living in separate dwellings only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each Service member or for the dependent.

2. A Service member without dependents who is assigned to Government quarters at the new PDS, including a ship, is not authorized a DLA except when both Service members are without dependents and are moving into family-type Government quarters at a new PDS or as specified in pars. 050504-B2, and 050504-B3.

3. Service members married to each other may select the greater allowance.

Table 5-11. DLA for a Service Member Married to a Service Member		
Neither Service Member Has a Dependent		
If…	**And…**	**Then…**
neither Service member is assigned to a ship	they occupy the same family-type Government quarters at the new PDS,	the senior Service member is paid a DLA at the without-dependent rate.
both Service members are below Grade E-6, are assigned at the same time to permanent duty aboard a ship, elect not to occupy assigned shipboard quarters	they occupy the same private sector residence or family-type Government quarters ashore at the new PDS,	
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either Service member is paid a DLA at the without-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	each Service member is paid a DLA at the without-dependent rate. Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	
	they occupy separate dwellings at the new PDS,	
One Service Member Has a Dependent and the Other Has None		
If…	**And…**	**Then…**
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either the Service member with no dependent is paid a DLA at the without-dependent rate, or the Service member with a dependent is paid a DLA at the with-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	the Service member who has no dependent is paid a DLA at the

Table 5-11. DLA for a Service Member Married to a Service Member		
Neither Service Member Has a Dependent		
If…	**And…**	**Then…**
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
	they occupy separate dwellings at the new PDS,	
Both Service Members Have Dependents		
If…	**And…**	**Then…**
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either Service member is paid a DLA at the with-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	each Service member is paid a DLA at the with-dependent rate.**
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	
	they occupy separate dwellings at the new PDS,	
**If married Service members, each on PCS orders, maintain separate households, one establishing a permanent household at the new PDS and the other maintaining one at the old PDS, and they later occupy the same residence at the new PDS, they are both eligible to receive the DLA (B-191742, August 1, 1978, and DOHA Case 96110801, June 26, 1997). A Service member eligible for the without-dependent rate receives a DLA at that rate.* ***Payable only if it can only be conclusively shown it is necessary to establish separate household for or on behalf of each member or for the dependent.*		

050507. Secondary DLA (Orders Amended, Modified, Canceled, or Revoked)

A. Eligibility. When a PCS order is amended, modified, canceled, or revoked to direct the Service member to return to the PDS from which transferred, the Service member is eligible for a DLA if the Service member or a dependent has moved from the place of residence before the date the order is amended, modified, canceled, or revoked.

1. If a Service member or dependent move from the place of residence due to a PCS order and complete a move to a new location, and then that PCS order is amended, modified, canceled, or revoked to either direct the Service member to return to the old PDS or to go to a different PDS, then a DLA is payable in connection with each move.

2. No more than two DLAs are authorized.

3. Only one DLA is allowable when a dependent is authorized to move to a designated location and travel to a PDS OCONUS was officially delayed by 20 weeks or more.

B. Allowances. DLA for a move from an old PDS to a new location is paid using the primary DLA rate. A second DLA using the rates in the secondary rate table is paid for a move to the location directed in the amended, modified, canceled, or revoked order.

050508. Partial DLA

A. Eligibility

1. A Service member who is ordered to occupy family-type Government quarters or to vacate family-type Government quarters due to privatization, renovation, or any other reason for the Government's convenience, except a PCS, must be paid a partial DLA.

2. Partial DLA is not authorized for a local move from Government quarters upon separation or retirement, from privatized housing to privatized housing, or for any of the following reasons:

a. A PCS.

b. A change in family size or bedroom requirements for the Service member's convenience, including promotion.

c. A Service member voluntarily decides to move. Government-directed moves to and from Government quarters or from Government-controlled quarters may be eligible for a partial DLA.

d. Pending divorce or family separation.

e. Service member misconduct.

B. Allowances. A partial DLA is a one-time payment paid at a flat rate of $733.16 (as of January 1, 2017) for a qualifying event .

050509. DLA is not Authorized

DLA is not authorized in connection with a PCS in the following circumstances:

A. From home or PLEAD to the first PDS unless a dependent moves from the Service member's residence to the PDS or a designated place in connection with the PCS. If a Service member does not have a dependent, or if he or she has a dependent but that dependent does not relocate to the new PDS, DLA is not authorized to the first PDS.

Note: When an RC member separates from active duty and is still in the RC, then is issued a new call or order to active duty that is effective more than 24 hours after the RC member last separated from active duty, that new call or order to active duty is considered a first PCS, and that PDS is a first PDS, for travel purposes, including for a DLA.

B. From last PDS to home or to the PLEAD.

C. From the last PDS in one period of service to the first PDS in another period of service when there was no ordered PCS between those locations.

D. When the Service member does not relocate the household.

Note: Household relocation is not limited to transporting HHG. A Service member may relocate his or her household and not transport HHG or move dependents. When a Service member with

dependents leaves the dependents in place and moves to the new PDS, taking some personal belongings, the Service member has relocated his or her household.

E. For a Service member who has a dependent, when PCS travel is performed under the following conditions:

1. When the Service member is:

a. A cadet or midshipman.

b. Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks, except as in par. 03220-A3.

c. An enlisted RC member called or ordered to initial active duty for training for less than 6 months.

d. Called or ordered to active duty for training for 140 or more days when the active duty is at more than one location, but 139 or fewer days at any one location.

2. When a dependent:

a. Is a Service member on active duty on the PCS order effective date.

b. Is not a dependent on the PCS order's effective date. This does not affect allowances associated with the spouse retiring or separating from Service after the order's effective date, as specified in Section 0509, or for dependent travel and transportation due to an IPCOT, as specified in Section 0508.

c. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued.

d. Receives any other Government-funded travel and transportation allowances for the travel being performed.

e. Is a Service member's or spouse's parent, stepparent, or person in loco parentis who does not reside in the Service member's household, unless otherwise authorized or approved through the Secretarial Process.

f. Is a dependent child who is not under the Service member's legal custody and control on the PCS order's effective date. See par. 051204 when legal custody or control changes after the PCS order's effective date. (B-131142, June 3, 1957).

g. Has transportation made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

F. For local, short-distance moves in accordance with Section 0519, unless otherwise authorized in this Section.

G. For a Selected Reserve member authorized limited PCS allowances from his or her primary residence to the duty location under Section 0511.

0506 Temporary Lodging Expense (TLE)

050601. TLE for Service Members

A. Eligibility. A Service member on a PCS living in temporary lodging in the vicinity of the old or new PCS location, home of record, initial technical school, or a designated place may be eligible for a TLE allowance for lodging and meal expenses. The lodgings occupied must be a temporary residence, not a permanent one. TLE is an allowance intended to partially pay a Service member for lodging and meal expenses incurred while occupying temporary lodging in the CONUS upon a PCS. TLE may not cover all of the lodging and meal expenses incurred. Table 5-12 lists eligibility criteria for TLE and some of the situations when a Service member would be ineligible.

Table 5-12. Eligibility Criteria for the TLE Authorization

Authorized	Not Authorized
● Before leaving the old PDS in the CONUS, designated place. ● Upon arrival at the new PDS in the CONUS, designated place, or first PDS. ● Before leaving technical school or a Service member's home of record if the Service member is reporting to the first PDS. ● While house hunting after completing PCS travel to the new PDS in the CONUS. ● For the elapsed time between PDSs when PCS per diem is not payable (see computation example). ● When the Service member's PCS order is cancelled or revoked after occupying temporary lodging. ● After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging. ● After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available. ● For a new dependent who was added to the family before the effective date of the next PCS assignment. TLE can also be authorized in the vicinity of the place where the person became a dependent. ● For a move to the Service member's first PDS upon entering active-duty service.	● When leaving active duty. ● For a house-hunting trip before the Service member moves to the new PDS. ● For any individual that became a dependent after the PCS order's effective date. ● For any dependent who returned from OCONUS before issuance of a PCS order. ● For any dependent relocating for personal safety. ● When ordered to an ITDY location. ● If he or she is a Service member of the Selected Reserve and is authorized limited PCS allowances between his or her primary residence and the duty location. ● At any location OCONUS.

B. Allowances. A Service member may be authorized TLE for either 5 or 10 days, depending on whether the new PDS location is in the CONUS. The days may be split between multiple authorized locations and at the Service member's or dependent's discretion. Table 5-13 specifies the number of days a Service member is authorized based on location.

Table 5-13. Authorized TLE Locations and Time Limits

If a Service member is…	Then TLE is authorized for 5 days…
moving to a PDS OCONUS from a prior PDS in the CONUS,	at the following locations if within the CONUS: ● Prior PDS. ● Designated place.
reporting to the first PDS OCONUS from a home	at the following locations if within the CONUS:

Table 5-13. Authorized TLE Locations and Time Limits	
of record or the initial technical school,	● Home of record. ● Initial technical school. ● Designated place.
If a Service member is…	**Then TLE is authorized for 10 days…**
reporting to a PDS in the CONUS,	at the following locations if within the CONUS: ● Prior or new PDS. ● Designated place.
reporting to the first PDS in the CONUS from the home of record or initial technical school,	at the following locations if within the CONUS: ● Home of record. ● Initial technical school. ● Designated place. ● First PDS.
Computation Examples	

1. TLE may be temporarily increased for up to 60 days for a PCS move to a new PDS in the CONUS if the location was jointly approved by the Service Secretaries because the new PDS in the CONUS is in a Presidentially declared disaster area or is experiencing a sudden increase in the number of Service members assigned there. The Secretaries set the dates when the additional days for TLE are effective.

Table 5-14. TLE Temporarily Increased Locations		
Location	**Effective Dates**	**Number of TLE Days**
Traverse City, Michigan	June 12 to September 30, 2017. TLE must be completed before September 30, 2017.	TLE is limited to 60 days.

Table 5-15. TLE Criteria for Increase in Number of Days	
If…	**Then…**
a PCS move is to an affected location where the TLE days have been temporarily increased,	any TLE days used at the old PDS in the CONUS must be deducted from the maximum number of TLE days allowed at the new PDS.
the Service member or dependent is departing from an extended TLE location,	the increased number of days do not apply.
the Service member arrives before or during the effective dates of the increased TLE authorization period, and terminates temporary lodging within that authorization period,	the Service member is eligible for TLE for the extended time period.
the Service member's temporary lodging begins during the effective dates of the increased TLE authorization period, but terminates after the date the authorization expires,	the Service member is limited to 5 or 10 days of TLE, as applicable.

2. TLE is reimbursed at the locality per diem rate of the PDS, designated place, home of record, or initial technical school where the Service member occupies temporary lodging.

a. Government quarters must be used, if available, before commercial lodging and is subject to the rules outlined in Table 5-16.

Table 5-16. Criteria for TLE for Government Quarters	
If…	**Then…**
Government quarters are available at the old or new PDS and the Service member chooses to stay in other lodgings,	reimbursement is limited to the Government quarters cost or the locality lodging rate, whichever is lower.
Government quarters are not available,	the Service member must provide proof of non-availability to be reimbursed for commercial lodging by providing one of the following: A non-availability confirmation number provided by the billeting office or by the Service's lodging registration process. The date, phone number, and name of the billeting office's person in charge when reservations for billeting were attempted. A written statement from the Service member certifying that Government quarters were not available.
family-type Government quarters are not occupied because they are under renovation, or HHG has been packed, picked up, and shipped, but not received by the Service member, or HHG has not been shipped from the old PDS,	reimbursement for commercial lodging is authorized.
Government quarters are available in the vicinity of the designated place,	the Service member is not required to use the Government quarters.

b. A Service member and his or her dependent may be reimbursed up to a maximum of $290 per day and may occupy temporary lodging on the same or different days up to the authorized number of days.

(1) The Service member may elect the days for which TLE is claimed.

(2) If the Service member and his or her dependent claim TLE on different days, then TLE is reimbursed as if the lodging was occupied on the same day.

(3) TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.

c. The steps to the calculation are on DTMO's website. When determining the daily lodging ceiling and M&IE rate, multiply the percentage in Table 5-17 by the applicable locality per diem rate.

Table 5-17. Daily Lodging Ceiling and M&IE Rate Percentages for TLE	
Number of Eligible Persons Occupying Temporary Quarters	**Percentage Rate Applicable**
Service member or one dependent	65
Service member and one dependent, or two dependents only	100
For each additional dependent 12 years of age or older	35
For each additional dependent younger than 12 years of age	25

(1) For Service members married to each other, each spouse begins with 65%. Each

dependent then increases the percentage for the Service member claiming that dependent. Both Service members cannot claim the same dependent for TLE on the same days. Each member may be reimbursed up to $290 per day.

(2) For a Service member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate. A Service member with two dependents, one over 12 and one under 12 is 125%.

(3) When a Service member or dependent stay with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.

050602. Advance of TLE

An advance may be paid for the average number of days that TLE is paid in connection with a PCS to a PDS. The average number of days that TLE is paid is determined through the Secretarial Process. If the new PDS is in the CONUS, the advance is limited to the maximum amount for 10 days. If the new PDS is in OCONUS, the advance is limited to the maximum amount for 5 days.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 1: GENERAL

5500 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.

2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in service (see App A definition).

3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).

4. Employee separating from an OCONUS PDS and returning to the actual residence.

5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.

6. A Civilian employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.

7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.

8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD Component (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:

a. Each as a Civilian employee Separately. Each employee is eligible for travel and transportation allowances as a Civilian employee, but is not treated as the other employee's dependent.

b. Only One as a Civilian employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.

2. Non-employee Dependent. When a Civilian employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

a. An election under par. 5500-B1 must be in writing and signed by all affected employees.

b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Member

1. A Civilian employee is authorized PCS allowances when transferred in the Gov't's interest, even if the Civilian employee's Service member spouse is also transferred at the same time to the same place.

2. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

3. For duplicate payments, see pars. 5818-E10 and 5780.

D. Travel Orders. Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has manifested a clear "administrative intent" to transfer the Civilian employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, May 29, 2013). See the DTMO Website for Travel Orders.

5502 ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General

a. Travel and transportation allowances are payable when it is in the Gov't's interest to fill a position by moving a Civilian employee from one PDS to another.

b. PCS movement authority extends between Gov't agencies.

c. There must be no break in Gov't service when making the PCS unless the Civilian employee was separated from Gov't service because of RIF/transfer of function.

2. DoD Component Responsibility

a. It is each DoD Component's responsibility to make decisions that balance a Civilian employee's rights and the prudent use of appropriated funds.

b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.

c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility

1. When a PCS is authorized, PCS allowances must be paid (par. 5520) to a Civilian employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of "Gov't's interest" are:

a. Management Directed. If a DoD Component recruits/requests a Civilian employee to transfer. This is limited to:

(1) RIF,

(2) Transfer of function,

(3) DoD Component career development program,

(4) DoD Component directed placement), or

(5) The transfer is in the Gov't's interest.

b. PCS Moves Not in the Gov't's Interest

(1) If a Civilian employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the Civilian employee's convenience and benefit.

(2) The gaining activity must formally advise the Civilian employee, at the time an offer is extended, that the transfer is in the Civilian employee's interest, not in the Gov't's interest, and that the Gov't does not pay the PCS expenses.

c. PCS Allowances Payment/Nonpayment Notification

(1) PCS Allowances Determination

(a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov't's interest to pay PCS allowances.

(b) This information should be provided during the advertisement period.

(c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.

(2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints do not justify PCS allowances denial.

(3) Payment/Nonpayment Determination,

(a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.

(b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.

(c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of a Civilian employee:

(1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),

(2) ICW a DoD Component directed placement,

(3) From actual residence to a new PDS after the Civilian employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the Civilian employee was not furnished PCS allowances ICW the return to actual residence.

Note: A Civilian employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at Gov't expense, is not authorized within 12 months of the Civilian employee's most recent PCS unless the AO certifies that:

(1) The proposed transfer is in the Gov't's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude a Civilian employee from accepting a position, but it may cause the Civilian employee to relocate at personal expense.

5504 ELIGIBILITY AND ALLOWANCE TABLES

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD Civilian employee expenses.

2. Does not include eligibility for:

a. Emergency evacuation, or

b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a Civilian employee when travel is in the Gov't's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.

2. FTR refers to the Federal Travel Regulation.

3. JTR is an administrative implementation for DoD Civilian employees of the FTR, which applies to all Federal Executive Branch Civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table

TABLE 1: ELIGIBILITY TABLE Payment of travel, transportation, and other related expenses of a Civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agree-ment Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes [4] Advance	[5, 7]
First PDS Travel to OCONUS PDS [8, 9, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes [4] Advance	Yes [7]
PCS Between CONUS PDSs [1]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes [4] Advance	[5, 7]
PCS From OCONUS PDS to CONUS PDS [1, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No [11]	Yes Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	[5, 7]
PCS From CONUS PDS to OCONUS PDSs [1, 8, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No [11]	No [2] Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	Yes [7]
PCS Between OCONUS PDSs [1, 10]	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No [2] Advance	Yes No Advance	No [3] No Advance	Yes [4] Advance	Yes [7]

[1] Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 032602 instead of per diem or an AEA for the Civilian employee while at the training site.
[2] Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
[3] Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Allowed when, instead of being returned to the former non-foreign OCONUS area PDS, employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).
[4] Advance allowed if not shipped via a Gov't-arranged move.
[5] Allowed only when PCS is to a designated isolated CONUS PDS.
[6] Reserved.
[7] The Gov't must arrange the NTS.
[8] FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, see DSSR, section 240 as stated in par. 5819.
[9] FTA (Miscellaneous Expense). For FTA guidance, see DSSR, section 240 as stated in par. 5819.
[10] FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, see DSSR, sections 240 and 250, respectively, as stated in par. 5819.

[11] HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2: NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the Civilian employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the Civilian employee's first PDS.
1. Transportation of employee & immediate family member(s) (par. 5558) (FTR, Part 302–4). 2. Per diem for employee only (par. 5592) (FTR, Part 302–4). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, §302–10.2).[2]	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9) [3].

[1] A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the Civilian employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are not payable incident to relocation to the first PDS.
[2] Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.
[3] POV shipment may not be authorized for a Civilian employee hired at an OCONUS location for duty at the Civilian employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3: NEW EMPLOYEE APPOINTEE ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the Civilian employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the Civilian employee's first PDS.
1. Transportation of employee & immediate family member(s) Ch 5 Part B) (FTR, Part 302–4). 2. Per diem employee only (par. 5592) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

[1] a. TQSE in Ch 5, Part B is not authorized for new appointee movement to the first PDS.

b. The MEA in Ch 5, Part B is not authorized for a new appointee to the first PDS.
c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are not authorized for a new appointee assigned to the first PDS (Ch 5, Part B) (FTR, Part 302–12).
d. The RIT allowance is not authorized for a new appointee assigned to first PDS (Ch 5, Part B) (FTR, Part 302–17).

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4: TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11). 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8) .[1] 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 7. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 4. Relocation service company use (Ch 5, Part B) (FTR, Part 302–12). 5. Property management service use (Ch 5, Part B) (FTR, Part 302–15). 6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302–14).

[1] Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5: TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the DoD Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 5. Property management service may be authorized for a Civilian employee who qualifies under Ch 5, Part B (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6: TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11)[1]. 4. Transportation including SIT of HHG (Ch 5, Part B (FTR, Part 302–7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (FTR, Part 302–8). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS. [1]

[1] Allowed when:
a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
b. When instead of being returned to the former non-foreign OCONUS area official station, a Civilian employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7: TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee and immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Transportation and SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 3. MEA (Ch 5, Part B) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (par. 5312) (FTR, Part 302–8). 5. RIT (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. Property management services (Ch 5, Part B) (FTR, Part 302–15). . TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302–6). [1]

[1] TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8: RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for employee only (par. 5108) (FTR, Part 302–4).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).	

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9: LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (par. 5110) (FTR, §302-3.304)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for the Civilian employee only (Ch 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10: TEMPORARY CHANGE OF STATION (TCS) (Ch 5, Part B) (FTR, §302-3.400)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA (Ch 5, Part B (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 5. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT expenses (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. Property management services (Ch 5, Part B) (FTR, Part 302–15).

M. Table 11: Assignment under the Gov't Employees Training Act

TABLE 11: ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) [1] See par. 5591
1. Transportation of employee & immediate family member(s) (par. 032602) (FTR, Part 302–4). 2. Per diem for the Civilian employee (oar, 032602) (FTR, Part 302–4). 3. Movement of HHG & SIT (par. 032602 and Ch 5, Part B) (FTR, Part 302–7).

[1] The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. This is not a PCS.

5506 PCS ORDER (FTR §302-2.102, §302-2.103, §302- 2.104)

When Gov't-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.

2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the Civilian employee's order is issued IAW Service/DoD Component regulations (par. 5578-A),

3. An appointee/employee should not incur PCS expenses until the written order has been received,

4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.

5. See par. 5558 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106)

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

2. To receive an advance under the commuted rate method, the Civilian employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

a. Origin and destination;

b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and

c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) (FTR §302-8.4). An advance is not authorized for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) (FTR §302-6.15)

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.

2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.

3. The maximum TQSE period is:

a. 120 days for TQSE(AE), and

b. 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). An advance is not paid for expenses incurred ICW residence transactions.

E. POV Transportation and Emergency Storage (FTR §302–9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of August 1, 2011 or later.

B. PDT Counseling. Each DoD Component must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. Should be offered as early as possible during the PCS process;

2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;

3. Assists a Civilian employee in making more informed decisions;

4. Allows a Civilian employee to play a more active role in the PCS;

5. Educates a Civilian employee of the options when selling and/or buying a residence due to the enormous financial implications; and

6. May be provided by the DoD Component or contractors.

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside a Civilian employee's commuting area, is effective after the Civilian employee has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.

2. A reasonable advance notice period should not be less than 30 days except when:

a. The Civilian employee and both the losing/gaining agencies agree on a shorter period;

b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or

c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and

2. The extended period of time that a Civilian employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A) apply for payment/reimbursement purposes.

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. A Civilian employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.

2. A new appointee is in a duty status while traveling to the first PDS.

3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoDI 1400.25, Vol. 630, Para 6.d.(3), Permanent Change of Duty Station (PCS).

4. See App A for definitions of Different (or Separate) Departments and Agencies, DoD Component, Foreign OCONUS Area/Country, and OCONUS.

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.

2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.

3. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105)

a. Transfer costs, between different DoD activities, of a Civilian employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.

b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.

c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)

a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.

b. When a RIF/transfer of function is not involved, and a Civilian employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.

c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.

b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

a. When a Civilian employee transfers from an OCONUS to a CONUS PDS activity, the losing activity

must pay employee and dependent transportation allowances IAW par. 5573-B1.

b. Transportation allowances include per diem and HHG/POV transportation to the Civilian employee's:

(1) Actual residence, or

(2) CONUS activity, NTE the cost to the Civilian employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs , including per diem and transportation of:

(1) HHG/POV to the new PDS,

(2) MEA, and

(3) Real estate allowances (if the Civilian employee is eligible),

d. At the gaining activity's discretion, a HHT (if the Civilian employee is eligible) and TQSE may be paid for an:

(1) Employee who completes the prescribed tour of duty under the current service agreement;

(2) Employee released from the period of service specified in the service agreement for reasons beyond the Civilian employee's control that are acceptable to the losing DoD Component;

(3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and

(4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when a Civilian employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when a Civilian employee fails to satisfactorily complete a probationary period.

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

a. Losing Activity Costs. When a RIF/TOF is not involved, costs for a Civilian employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.

b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for a Civilian employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When a Civilian employee:

a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.

b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the Civilian employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

a. When a Civilian employee under an agreement:

(1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and

(2) After arrival at the destination is employed by another DoD Component without a break in service,

The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

4. Responsibility for Separation Travel Costs when a Civilian employee is Transferred between OCONUS Activities. When a Civilian employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the Civilian employee's separation travel cost if the Civilian employee is/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.

2. The Civilian employee may request a travel and transportation allowance extension.

3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.

4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by a Civilian employee:

a. Married to a Civilian employee, or

b. Married to a Service member, or

c. Whose domestic partner is a Civilian employee/member

when each is traveling under a separate order between PDSs,

2. See par. 010302 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the Civilian employee's transfer/appointment effective date, except that the 1 year period:

1. Is exclusive of furlough time spent by a Civilian employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and

2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for a Civilian employee who is transferred/appointed to or from an OCONUS PDS; and

3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the Civilian employee's transfer effective date.

D. Restrictions

1. The Civilian employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.

2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):

a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and

b. Residence construction/ renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. A Civilian employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POV travel, (par. 5156),

2. Per diem for the Civilian employee and dependents (par. 5592-F for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS (NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS).,

5. Reimbursable expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the Civilian employee.

2. May not be reduced/changed by the employing activity (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or

2. POV shipment (Ch 5, Part B).

5522 PCS MOVEMENTS (FTR Part 302–3)

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. A Civilian employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement (GSBCA 16494-Relo, November 4, 2004).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5556 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:

   a. A new appointee to any position;

   b. A student trainee assigned to any position upon completion of college work; or

   c. Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, NOTE) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

   a. Of appointment, for new appointees, as defined in par. 5558-B, or,

   b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.

3. The restrictions in par. 5566 (Short Distance Transfers) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the Civilian employee's actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

1. Agreement Requirements. Ch 5, Part B11.

2. Service Requirements. See par. 5840.

3. Travel and Transportation Allowances. Travel and transportation allowances:

   a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.

   b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the Civilian employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.

5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov't service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the Civilian employee's control that are acceptable to the DoD Component concerned.

3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov't.

4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.

5. See par. 5840-C and Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS) for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.

2. Includes:

a. An individual who is employed with the Federal Gov't for the first time,

b. Presidential Transition Team personnel (par. 5556-A1c), and

c. a Civilian employee returning to the Gov't after a break in service (except a Civilian employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or

d. A student trainee assigned to the Gov't upon completion of college.

3. Is not a Civilian employee separated as a result of a RIF/transfer of function. Such a Civilian employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5510.

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

2. Travel before Appointment

a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at

any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. Ch 5, Part B2 does not limit the provisions in par. 0306 allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b.

Note: AEA in par. 020307 is not authorized/approved for first duty station travel.

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POV is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10);

Note: Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, §241.2 may be used to authorize MEA for a Civilian employee on first duty station travel to a foreign OCONUS area duty station.

5. Residence sale and purchase expense (Ch 5, Part B14);

6. Lease breaking expense (except as in par. 5819-D); and

7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1 The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty

station travel following the most recent Presidential election, is used.

3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under par. 010204.

5560 MOVEMENT OF a Civilian employee OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION (FTR §302–3.206)

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest (FTR §302-3.205). PCS allowances are authorized.

B. Placement before Separation. When a Civilian employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov't,

2. Within 1 year of the separation date,

3. Under a non-temporary appointment, and

4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when a Civilian employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12months (beginning the date the Civilian employee reports for duty at the new PDS) IAW this par.

2. If the Civilian employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under this par. are the Civilian employee's personal financial responsibility.

3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee (5 USC §5735) who:

1. Is scheduled for separation from DoD, other than for cause;

2. Is selected for appointment to a continuing position with the U.S. Postal Service; and

3. Accepts the appointment.

F. Order Issuance. Order issuance is covered on the DTMO Website.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. a Civilian employee in CA declined to relocate with a function transfer and was separated. The Civilian employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the Civilian employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the Civilian employee transferred without a break in service. The Civilian employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, May 28, 1971).

5562 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. A Civilian employee:

1. Authorized mandatory restoration under FPM 353,

2. Returning from military duty, and

3. Finding that an appropriate vacancy does not exist at the PDS at which the Civilian employee resigned to enter the Armed Forces,

is restored to the PDS at which the Civilian employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the Civilian employee ICW residence:

a. Sale (or unexpired lease settlement) at the former civilian PDS; and

b. Purchase at the new PDS (the criteria in par. 5566 concerning short distance transfers applies).

2. Reimbursement is prohibited for any:

a. Sale,

b. Settlement of an unexpired lease, or

c. Purchase transaction

that occurs prior to the Civilian employee being officially notified that the Civilian employee would be assigned to a different PDS than the one at which the Civilian employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. a Civilian employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the Civilian employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

2. Based on the Civilian employee's status the Civilian employee is authorized the below travel and transportation allowances:

a. Member Being Discharged. The Civilian employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.

b. Employee. The Civilian employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the Civilian employee resigned to enter the Armed Forces to the new civilian PDS.

3. The Civilian employee is authorized:

a. MEA (Ch 5, Part B10),

b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),

c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and

d. TQSE, but only if authorized in the order under Ch 5, Part B9.

4. Alternate PDS (GSBCA 15754-RELO, May 17, 2002)

a. The Civilian employee's home, used as a residence while serving on active military duty, may be the Civilian employee's PDS instead of the former civilian PDS.

b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

c. PCS allowances are authorized from the location of the Civilian employee's home used as a residence while serving on active military duty to the Civilian employee's new PDS.

E. Moving Costs. If the entire cost for moving the Civilian employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the Civilian employee's travel and transportation allowances as a Service member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered (B-173758, October 8, 1971).

G. Called/Ordered to Active Duty. See Ch 3 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS

A. Limitation

1. When a Civilian employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.

2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. 5516.

5565 MISSING PERSONS

A. General

1. Authorized Transportation. Provided the requirements in par. 5571 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of a Civilian employee who is officially reported as:

a. Dead,

b. Injured/missing for a period of 30 or more days,

c. Interned in a foreign country, or

d. Captured by a hostile force.

2. Transportation Requirements. Transportation, IAW par. 5571, is authorized provided the Civilian employee:

a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence;

b. Is not part time/intermittently employed;

c. Is not native labor hired on an hourly/per diem basis; and

d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

3. Dependent. For this Part, a dependent includes a/an:

a. Lawful spouse;

b. Unmarried child under age 21 years;

c. Dependent stepchild;

d. Adopted child under 21;

e. Dependent that has been designated as such in official records; or

f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits. See Ch 5, Part B.

2. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See Ch 5, Part B.

3. Travel and Transportation Allowed. Travel and transportation is allowed to a Civilian employee's actual residence or other place authorized/approved by the DoD Component.

4. Employee in an Injured Status. When a Civilian employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations;

2. Obtaining authorizations/approvals required; and

3. Issuing travel orders.

5566 SHORT DISTANCE TRANSFERS (FTR §302-2.6)

A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.

2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the Civilian employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov't's interest (responding to a vacancy announcement is not 'at the Civilian employee's request'), and

2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and

3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

a. Residence at the time of PCS notification and the old and new PDSs, and

b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the Civilian employee's proposed new residence is closer to the new PDS than the Civilian employee's old residence (i.e., the residence from which the Civilian employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the Civilian employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. However, all reimbursed expenses are taxable income.

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.

2. If the Civilian employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.

3. Non-compliance of the new residence location is grounds for denial of the various allowances.

4. See Ch 5, Part B16 for reimbursement of additional tax incurred by a Civilian employee on PCS allowance reimbursement.

5568 WAIVER OF LIMITATIONS FOR a Civilian employee RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION (FTR §302-2.106)

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

1. The Civilian employee would suffer a hardship if the limitation was not waived; and

2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	Effective Date	Biennial Re-certification Date
1. None Yet Designated		

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658for NTS of HHG at an isolated PDS.

2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the Civilian employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

5569 TDY STATION BECOMES PDS

See par. 020315-Q.

5570 PCS EXPENSES ICW THE DEATH OF a Civilian employee OR DEPENDENT(S) (FTR Ch 303, Part 303-70)

A. PCS Payment to the Civilian employee's Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for a Civilian employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the Civilian employee's PCS order when a Civilian employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 5570-A,

the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:

   a. The new PDS,

   b. The old PDS, or

   c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;

5. HHG SIT for NTE 90 days; and

6. Reimbursement of real estate expenses incident to the PCS.

C. Payment of Expenses

1. General

   a. Allowable expenses may be paid:

      (1) Directly to the person performing the services, or

      (2) By reimbursement to any person making the original payment.

   b. Claims for reimbursement must be supported by required receipts.

   c. Payment should be made IAW financial management procedures.

2. Payment Prohibition when Other Laws Apply

   a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.

   b. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

3. Expenses Incident to Death of a Civilian employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of a Civilian employee's remains, the DoD Component concerned may pay the following expenses incident to the death of a Civilian employee who dies while serving with an Armed Force in a contingency operation (App A1):

   a. Round trip transportation and associated per diem for one person to escort the Civilian employee's remains to the place authorized in par. 5571;

   b. Presentation of a U.S. flag to the Civilian employee's next of kin;

   c. Presentation of a flag equal to the flag presented in par. 5570-C3b to the Civilian employee's parents(s),

if the person to be presented a flag under par. 5570-C3b is other than the Civilian employee's parent.

5571 TRANSPORTATION ICW THE DEATH OF a Civilian employee OR DEPENDENT(S)

A. Remains of Employee. When a Civilian employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of a Civilian employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the Civilian employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent

1. When a Civilian employee's dependent dies while residing with the Civilian employee stationed OCONUS or while in transit to the PDS, if requested by the Civilian employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence.

2. If the Civilian employee elects an alternate destination, and it is approved by the commander/designee, expenses paid are NTE the cost of transportation to the dependent's actual residence.

3. Burial expenses may not be paid when an immediate family member, residing with the Civilian employee, dies while the Civilian employee is stationed OCONUS.

C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when a Civilian employee dies ICW par.032007. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed (or were to be performed) by the most direct route to the decedent's actual residence or to any other place designated by the commander/designee. The Gov't's cost is NTE the transportation cost to the deceased employee's actual residence.

b. Time Limitation. Dependent(s) travel and HHG transportation must begin within 1 year from the Civilian employee's date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

c. Dependent and HHG Transportation. Except for the limitation in par. 5571-C1b, dependent and HHG transportation under this par. is provided as in par. 5572, for the dependent of a Civilian employee eligible for separation travel and transportation from OCONUS duty. HHG SIT (NTE 60 days with an additional 90 days extension) may be authorized if approved by the agency, NTE a total of 150 days.

2. While Stationed in CONUS. When a Civilian employee, stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. 5571-D. The deceased employee's baggage, at the TDY point, must be transported to the Civilian employee's PDS or actual residence as determined by the Civilian employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return Gov't property and the deceased employee's personal baggage to the Civilian employee's PDS or actual residence.

b. Expenses for POV baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.

c. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

4. POV

a. OCONUS. Transportation of a POV may be authorized:

(1) When a Civilian employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At Gov't expense, NTE the cost, including overland transportation, from the Civilian employee's OCONUS PDS to the Civilian employee's actual residence, and

(3) When it is established that having the POV at the OCONUS PDS was in the Gov't's best interest.

b. CONUS. When a Civilian employee dies while on TDY in the U.S., the Civilian employee's commander/designee may authorize return shipment expenses for the POV when it is established that the POV was authorized and was in the Gov't's best interest (66 Comp. Gen. 677 (1987)).

D. Dependent(s), Baggage, and HHG for Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties

1. Contingency. Transportation costs for a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence, as approved when a Civilian employee dies on or after January 28, 2008:

a. While performing official duties at an OCONUS location;

b. Within the AOR of the CDR of USCENTCOM; and

c. In direct support of (or directly related to) a military operation, including a Contingency Operation (App A) or an operation in response to an emergency declared by the President.

2. Law Enforcement. Transportation costs for a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after June 9, 2010:

a. As a result of personal injury sustained while performing law enforcement duties; and

b. Is either on TDY or at the current PDS.

3. Authorized Expenses. When the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved by the commander/designee, the following expenses must be authorized:

a. Dependent(s) transportations;

b. HHG transportation (NTE 18,000 lbs.);

c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

d. POV transportation costs associated with returning a POV from the:

(1) TDY location to the Civilian employee's PDS, if the agency authorized the use of the Civilian employee's POV at the TDY location as advantageous to the Gov't; or

(2) OCONUS PDS to the Civilian employee's former actual residence or alternate destination, as approved by the agency, if the Civilian employee's POV was authorized at the OCONUS PDS.

4. Time Limitations. Dependent(s) travel, and POV and HHG transportation must begin within 1 year from the Civilian employee's date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

5572 SEPARATION TRAVEL FROM OCONUS DUTY (FTR Part 302–3, Subpart D)

A. Eligible Employee. a Civilian employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the Civilian employee has:

1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the Civilian employee's control that are acceptable to the Civilian employee's activity; and

3. Resigned or been separated involuntarily. A resignation must be executed before the Civilian employee leaves the OCONUS activity.

Note: See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. a Civilian employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence (CBCA 1707-TRAV, January 12, 2010).

3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).

4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, September 26, 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. a Civilian employee's OCONUS separation election must be in writing and include a statement that the Civilian employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, October 16, 2003)

a. A separating employee loses return travel and transportation allowances when the Civilian employee refuses to accept/use them after release from work status in the OCONUS position.

b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of a Civilian employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

c. Requests for delays from a Civilian employee separating OCONUS to accept private OCONUS

employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. If a request for delay is not received by the OCONUS activity commanding officer, or if the Civilian employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the Civilian employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If a Civilian employee loses/does not use personal travel and transportation allowances, the Civilian employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and

2. a Civilian employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays a Civilian employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the Civilian employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General.

(1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.

(2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the Civilian employee meets eligibility conditions for the allowances concerned.

(2) The Civilian employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the Civilian employee signs a new service agreement. See par. 5596.

(4) The following examples indicate the extent of eligibility in various situations involving a Civilian employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The Civilian employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The Civilian employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The Civilian employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The Civilian employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the Civilian employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov't's interest, there is no authority for other than separation travel and transportation allowances.

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)

A. Eligible Employee. a Civilian employee is authorized travel and transportation allowances to the actual residence upon reassignment if the Civilian employee has:

1. A service agreement providing for return travel and transportation allowances, and

2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the Civilian employee's control that are acceptable to the Civilian employee's activity.

B. Travel and Transportation Allowances. a Civilian employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS

1. Travel and transportation allowances paid by the losing OCONUS activity include:

   a. Employee and dependent(s) transportation;

   b. Employee per diem;

   c. HHG transportation;

   d. SIT; and

   e. POV transportation, if it was authorized in the Gov't's interest for the Civilian employee to have a POV at the OCONUS PDS.

2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:

   a. Dependent per diem;

   b. HHG NTS (if assigned to an isolated CONUS location);

   c. MEA; and

   d. TQSE (if authorized).

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

If the gaining activity authorizes PCS allowances, and the Civilian employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, and:

1. Dependent per die;

2. HHG NTS (if assigned to an isolated CONUS location):

3. MEA;

4. Real estate (if applicable);

5. TQSE (if authorized); and

6. HHT (if authorized).

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Employees Covered. This par. applies to:

a. SES positions; and

b. Non-SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:

a. Limited Term Appointee. a Civilian employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. a Civilian employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non Career Appointee. a Civilian employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the Civilian employee:

a. Satisfied the eligibility criteria in par. 5575-B; and

b. Dies in Gov't service;

c. Died after separating from Gov't service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria

1. General

a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the Civilian employee has actually separated from Federal service.

b. Any expenses incurred prior to actual separation are not reimbursable. GSBCA 16328-RELO, April 12, 2004.

2. Employee Requirements

a. Employee was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

(1) One SES career appointment to another; or

(2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the Civilian employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

(3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the Civilian employee was:

(1) Eligible to receive an annuity for optional retirement under 5 USC §8336 (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System); or under 5 USC §8412, Ch 84, Subchapter II (Federal Employees Retirement System); or

(2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or

(3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under 5 USC §8336 (d), Ch 83, Subchapter III; or 5 USC §8414 (b); or 5 USC Ch 84, Subchapter II;

c. The Civilian employee is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC Ch 83, Subchapter III (Civil Service Retirement System), or 5 USC Ch 84 (Federal Employees Retirement System), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The Civilian employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. a Civilian employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse/domestic partner;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the Civilian employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.

2. Allowable expenses and provisions of these regulations that apply are as follows:

a. Travel and transportation expenses, including per diem, under par. 5500 for the Civilian employee;

b. Transportation expenses under par. 5578, but not per diem, for the Civilian employee's dependent;

c. MALT if travel is performed by POV; and

d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the Civilian employee's family,

2. TQSE,

3. MEA,

4. Residence sale and purchase expenses,

5. Lease-breaking expenses,

6. NTS of HHG,

7. RIT allowance, and

8. Relocation services.

F. Origin and Destination

1. General

a. The expenses listed in par. 5575-D may be reimbursed from the Civilian employee's PDS at separation to the place the Civilian employee elects to reside in a CONUS/non foreign OCONUS location.

b. If the Civilian employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the Civilian employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the Civilian employee was separated to the place where the Civilian employee/dependents are to reside.

3. Same General or Metropolitan Area

a. These provisions contemplate a move to a different geographical area.

b. If the place the Civilian employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the Civilian employee's separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the Civilian employee died before separating).

2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.

3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the Civilian employee's separation from service (or date of death if the Civilian employee died before separating). (GSBCA 16328-RELO, April 12, 2004)

H. Funds Use

1. Travel advances must not be issued to cover any of the expenses authorized by this par.

2. Travel and transportation arrangements should be made through Gov't procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.

3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 020207).

4. Reimbursement is NTE the:

a. Policy constructed airfare (App A) for transportation of the Civilian employee and dependents, or,

b. Applicable commuted rate schedule allowances (or the Gov't arranged move cost if that is the directed transportation method),for HHG moving and storage.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 4: POV USE ON PERMANENT DUTY TRAVEL

5604 POV USE

A. Use of One or Two POVs

1. Civilian employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT when travel is performed.

2. When Civilian employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POVs, if used, and car ferry fees for each POV.

3. Except when using more than two POVs (par. 5604-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POVs.

4. The Civilian employee may be reimbursed for use of two POVs, by dependents, only if the Civilian employee travels by other than POV.

5. The Civilian employee is not reimbursed automatically for three POVs to allow the Civilian employee to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POV.

B. Use of More than Two POVs (FTR §302-4.500 and §302-4.700d)

1. General. Reimbursement for the use of more than two POVs, within the same household for PDT, may be authorized/approved through the Secretarial Process.

2. Examples of When More than Two POVs Are Routinely Authorized/Approved

a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POVs;

b. Because of age/physical condition, a family member needs special accommodations in one POV and second and third POVs are required for the other family members.

c. Civilian employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POV.

d. Dependents perform unaccompanied travel:

(1) Between authorized points other than those for the Civilian employee's travel (e.g., travel to a designated place or to the new PDS when the Civilian employee has TDY en route);or

(2) To the new PDS in advance of the Civilian employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POV.

e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POVs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: Civilian employee, spouse and 2 teenage drivers with 4 POVs does not constitute a special circumstance and reimbursement for more than 2 POVs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POVs is authorized/approved, MALT applies for each POV.

b. If the same POV is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The Civilian employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the Civilian employee makes a second trip in which the Civilian employee and one of the already transported children return to transport two remaining children. The Civilian employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. 5604-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See par. 010206 and the DTMO Website for travel order policy.

5605 TRAVEL TIME

A. POV. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. There is no mandatory distance that must be driven per day.

B. Gov't Conveyance and/or Common Carrier Obtained by Gov't Procured Transportation. Gov't conveyance (except Gov't auto), and/or Gov't procured common carrier transportation travel time allowed is the actual time needed over the direct route, including necessary delays for the transportation mode used. Gov't auto travel time is computed under par. 5605-A.

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

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT is determined by the official distance for the PDT.

B. Authorized Employee(s)

1. An authorized employee is a Service member, Civilian employee, and/or a dependent traveling IAW a PCS

order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/employee travels as an authorized employee in the same POV, only the authorized employee incurring expenses is authorized MALT for the official distance.

3. The Civilian employee who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. Example 1: Civilian employee married to employee couple, each on a PCS order, and their two children travel together in one POV. One employee is paid MALT for the official distance and all reimbursable expenses.

b. Example 2: Three unrelated employees, each on a PCS order, travel together in one POV between two PDS locations. The Civilian employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POV. Only one may receive MALT for the official distance. Either the Service member or the Civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

2. Only the Civilian employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POV use on official travel.

4. Civilian employee may be eligible to submit a claim for repairs to a POV used for official travel, using Service procedures, under 31 USC §3721.

5608 POV USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POV is driven round trip to drop off and/or pick up Civilian employee at a transportation terminal, the Civilian employee paying POV operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Employee Driven to the Transportation Terminal. If a family member drives the Civilian employee to and/or from the transportation terminal, it is presumed that the Civilian employee incurs the expense.

5610 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5612 TRANSOCEANIC TRAVEL BY POV

A. General

1. When transoceanic travel ordinarily would be involved, but POV is authorized by the AO as being to the Gov't's advantage, and is used by the Civilian employee for the entire distance between duty stations, reimbursement is on a lodging plus basis for the Civilian employee/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the Civilian employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

5613 TRAVEL BY OCEANGOING CAR FERRY

A. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

B. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

a. Gov't procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POV movement (55 Comp. Gen. 1072 (1976)), NTE the Gov't procured ferry transportation cost.

2. Use of More than Two POVs. When reimbursement for the use of more than two POVs is authorized/approved, MALT and car ferry fees apply for each POV.

3. Same POV Used for More than One Trip. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip.

C. Per Diem

1. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry

transportation cost.

2. Travel Includes an Overnight on a Car Ferry Anywhere in the World

a. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

b. Debarkation Day. For the departure day (debarkation) from the ferry is the rate for the Civilian employee's or dependent's location at 2400 on that day. See par. 5550.

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the Civilian employee's location at 2400 on the debarkation day. See par. 5550.

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5592-B apply when computing a dependent's per diem.

5614 AUTOMOBILE USE (FTR Part 302-4)

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel, or

3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute miles. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate.

D. Travel Time. See par. 5605-A.

E. Reimbursement Computation. See pars. 020303 and 020304.

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVATELY OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. 5605-A.

C. Reimbursement Computation. See pars. 020303 and 020304.

5622 PRIVATELY OWNED BOAT

See TRANSOCEANIC TRAVEL BY POV, par. 5612.

5624 COMPUTING POV TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.

3. See the DTMO website for current MALT rates.

4. See the DTMO website for the current Standard CONUS per diem rate

5. The per diem is as computed in pars. 5592 and 5605-A, 020303 and 020304.

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POV	
Civilian employee performs PCS travel from Location A, to Location B, in 9 days, by POV, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the Civilian employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 5605. After consideration of the lodging expenses, the Civilian employee is authorized $650 in per diem.	
1. POV travel reimbursement is based on 2,826 miles x $.23/mile (see mileage rates on the DTMO website). 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for a Civilian employee based on Lodging Plus for 8 days maximum is the actual amount the Civilian employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142/day (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the Civilian employee is reimbursed the full amount spent ($650).	$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the Civilian employee. $650 x 75% =	$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the Civilian employee. $650 x 50% =	$325.00
6. Amount spent on tolls	+ 10.00
7. Total Reimbursement	$2,122.48

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POV	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POV, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day a Civilian employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 5605. After considering lodging costs, one employee is reimbursed $650 while the other is reimbursed $720.	
1. POV travel reimbursement for one employee is based on 2,826 miles @ $.23/mile. See mileage rates on the DTMO website. 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for a Civilian employee based on Lodging Plus for 8 days maximum is the actual amount the Civilian employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. The Civilian employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem ($1136/employee). Each employee is reimbursed the actual amount spent $650 + $720 =	$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 x 50% =	$360.00
5. Amount spent on tolls	+ $10.00
6. Total Reimbursement	$2,389.98
Total reimbursement to employee 1 is $649.98 + $650 + $10 = $1,309.98	
Total reimbursement to employee 2 is $720 + $360 = $1,080	

C. Reimbursement Computation Example for Two POVs

Reimbursement Computation for Two POVs	
A Civilian employee performs PCS travel from Location A to Location B using two POVs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the Civilian employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 5605.	
1. POV travel reimbursement for the first POV, driven by the Civilian employee only, is based on 2,826 miles x $.23/mile, (see mileage rates on the DTMO website). 2,826 miles x $.23/mile =	$649.98
2. POV travel reimbursement for the second POV, driven by spouse is based on 2,826 miles x $.23/mile, see mileage rates on the DTMO website. 2,826 miles x $.23/mile =	$649.98
3. Allowable per diem for employee based on Lodging Plus for 8 day maximum is the actual amount the Civilian employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the Civilian employee is reimbursed the full amount spent ($650).	$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the Civilian employee. $650 x 75% =	$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the Civilian employee. $650 x 50% =	$325.00
7. Amount spent on tolls	+ $10.00
8. Total Reimbursement	$2,772.46

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

MALT Computation for Two Separate Trips	
A Civilian employee performs PCS travel from Location A, to Location B by POV. The spouse and two children did not accompany the Civilian employee as housing had not been arranged at Location B. Two weeks after arrival, the Civilian employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x $.23/mile (employee only) =	$199.18
866 miles x $.23/mile (spouse and 2 children) =	$199.18
Total Malt Payable For POV Travel	$398.36
In addition to the MALT, the Civilian employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the Civilian employee's behalf for the Civilian employee's second trip. The Civilian employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The Civilian employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION a: GENERAL

5924 GENERAL

A. DoD Contract Services. A DoD Component may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

1. Home Marketing Assistance;

2. Guaranteed Home Sale;

3. Property management (PM) services (Ch 5, Part B15b);

4. Home Finding Assistance; and

5. Mortgage Assistance.

DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

B. DoD Component Responsibilities. Each DoD Component must:

1. Determine to which employee relocation services use is offered, and

2. Determine to what extent relocation services are offered, and

3. Determine the conditions under which relocation services are offered, and

4. Provide relocation information counseling at the earliest possible date after selection of a Civilian employee and prior to a Civilian employee transferring within/between DoD Components or to another agency, and

5. Determine how counseling provided will be monitored and evaluated.

5926 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if a Civilian employee:

1. Transfers from one PDS to another in the Gov't's interest (not primarily for the Civilian employee's convenience/ benefit, or at the Civilian employee's request (other than answering a vacancy announcement)), and

2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;

2. a Civilian employee assigned under the Gov't Employees Training Act (5 USC §4109); or

3. a Civilian employee assigned/transferred to/from a foreign PDS except a Civilian employee eligible for:

   a. Residence transaction expenses reimbursement in par. 5908-D, and

   b. PM services IAW Ch 5, Part B15b.

C. Limitations. If the Civilian employee violates the service agreement terms, the Gov't reserves the right to recover, from the Civilian employee, all payments made on the Civilian employee's behalf to the relocation company IAW Ch 5, Part B11.

D. TCS. A service agreement is not required for PM services, IAW par. 5936, for a TCS.

5928 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the Civilian employee, the Civilian employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once a Civilian employee accepts relocation services, reimbursement to the Civilian employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract (CBCA 647-RELO, Aug 9, 2007 and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. 5908-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-Gov't employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. 5908-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is $750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding $750,000, the Civilian employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order

1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) as specified in par. 010206 and the DTMO Website.

2. An exception may be made if mandatory authorization (BRAC move) was omitted through error or inadvertence in preparing the order (GSBCA 16437-RELO, September 22, 2004).

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.

Table 6-1. Identifying which Evacuation Policy to Follow

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: ● 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.	• DoS with DoD coordination. • USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
Alternate Safe Haven	• DoD Services obtain authorization from the Secretary concerned, to include choosing a	Obtain authority for an alternate location within a safe haven through the Secretarial Process.	• DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&R) as part of the Secretarial Process for an

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 OCONUS or moving to another safe haven when circumstances warrant. ● 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.		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. ● 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	Effective December 11, 2017 ● DoD Services obtain authorization from the Secretary concerned. ● Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS		Effective December 11, 2017 ● 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		DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay,

	6-2.	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	● 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) when evacuating from a foreign location. For evacuations from CONUS or non-foreign OCONUS locations the Secretary Concerned must authorize or approve a safe haven in a non-foreign OCONUS location (effective December 11, 2017). 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**
● 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: ● 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.		
	DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.		● 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.

Table 6-7. Requests for Alternate Safe Havens			
Location of Safe Haven			
Within a Safe Haven	CONUS	Non-Foreign Location OCONUS	Foreign
			● A non-DoD Service member must obtain authorization 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.

Table 6-8. U.S. Army and U.S. Air Force Accounting Codes during Evacuation

U.S. Service	Accounting Code
Army	Located in the DCS, G-1, Army Disaster Personnel Accountability and Assessment System (ADPAAS) website, 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 see the local Financial Management office for instructions.

Table 6-9. U.S. Marine Corps Finance Resources during Evacuation

References	Accounting Code Location
• Marine Corps Order 4650.37A (Defense Travel System) • The Marine Corps Travel Instruction Manual	HQMC Finance Policy

Table 6-10. Points of Contact for Finance Resources during Evacuation

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 See 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 1101Wootton 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 the DTMO website 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.

Table 6-12. Who Terminates Evacuation Status and Authorizes Return				
Evacuee	**Location Being Evacuated**			
	CONUS	**Non-Foreign Location OCONUS**	**Foreign**	
DoD Service Member's Dependent	*Effective December 11, 2017* ● Secretarial Process. ● A limited evacuation is terminated by the authority who ordered or authorized it .		*Effective December 11, 2017* 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) or Secretarial Process (as in Table 6-12) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent (*effective December 11, 2017*).

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**

● 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
	● 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:
	  ● 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 at, temporarily away, or en route to the Service member's PDS, who is not command sponsored is authorized	

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**
the Service member.	transportation only and is not authorized per diem while traveling or safe have allowances. *(effective August 1, 2017).*	
● 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 remained at the former PDS following the Service member's assignment elsewhere *(effective August 1, 2017).** 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 *		
** These dependents are authorized safe haven evacuation allowances, even though no longer command-sponsored (effective August 1, 2017).*		

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 the Service member's PDS OCONUS who are not command sponsored are authorized transportation only.

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated
CONUS/Non-Foreign Location OCONUS/Foreign
● A dependent directed to go to a safe haven, which instead *goes somewhere* 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 *arrives* 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

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated	
CONUS/Non-Foreign Location OCONUS/Foreign	
member's PDS when an evacuation is ordered or authorized. The following criteria must be met: ● 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: ● 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 with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ● A dependent who has not received 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. ● 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. ● 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 the Service member's 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. 050816 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. 050816 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 the Service member's 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.

(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 August 1, 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 **(***effective August 1, 2017***)**.

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	Example 4
**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 the Service member's 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 residences 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.

Table 6-20. Unaccompanied Baggage for an Evacuation

Destination	12 Years of Age* and Older	Less Than 12 Years of Age
Safe Haven	• 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.	• 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

Table 6-20. Unaccompanied Baggage for an Evacuation		
Destination	**12 Years of Age* and Older**	**Less Than 12 Years of Age**
		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.

Table 6-21. HHG Shipment for 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. ● 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. 051502 or 051503.
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
a Service member's	transportation of the following from the Service member's PDS or NTS

Table 6-21. HHG Shipment for an Evacuation	
If…	**Then the Service member is authorized…**
dependent is directed to move to a safe haven,	to the safe haven: ● Unaccompanied baggage for the dependent. ● 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 directed to travel from one safe haven to another safe haven,	transportation between safe havens of: ● Unaccompanied baggage. ● 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,	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: ● 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 *not* in receipt of a PCS order from the evacuated area,	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: ● 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,	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. 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,	transportation of HHG from the designated place to the location authorized in the Service member's PCS order. 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	transportation of HHG: ● That was transported to the designated place. ● Unaccompanied baggage that was transported to the designated

Table 6-21. HHG Shipment for an Evacuation	
If…	**Then the Service member is authorized…**
the Service member is *not* in receipt of a PCS order from the evacuated area,	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 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. ● 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,	to ship all of the HHG to the designated place *or* part of the HHG to either the safe haven or designated place and part to NTS for 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 par. 051502 or 051503.
efforts to stop the HHG fail and it arrives at the PDS after	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS

Table 6-22. Diverting HHG Shipment during an Evacuation	
If…	**Then the Service member is authorized…**
the evacuation is ordered or authorized,	when the evacuation was ordered.

0604 Standard Allowances for Civilian Employees and Their Dependents

See DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. See 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 see "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., Section5727 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

See 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**
● 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 *immediate* 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 Government has already incurred for the FVT.	● 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 must first be authorized.

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: ● 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
● Travel Management Company fees. ● Charges for the first checked bag up to the carrier's standard checked baggage allowance. ● Arrival or departure taxes or fees. ● Currency conversion fees for allowable transportation costs. ● Ground transportation between interim airports.	● Per diem or meal tickets. ● Excess accompanied baggage. ● Unaccompanied baggage. ● 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 8: COST OF LIVING ALLOWANCE (COLA) IN THE CONTINENTAL UNITED STATES (CONUS) (37 USC §403b)

0801 COLA FOR SERVICE MEMBERS ASSIGNED TO HIGH-COST AREAS IN THE CONUS (CONUS COLA)

This chapter identifies the eligibility requirements for a Service member to receive a cost of living allowance (COLA) for an assignment in the continental United States (CONUS) (37 USC §403b). It specifies the rates payable and the effect that a dependent has upon those rates.

080101. Definitions Specific to CONUS COLA

A. Base Period. The 1-year period beginning 1July and ending the following 30 June, during which time data is gathered to provide the basis for designating a location a high-cost area.

B. Threshold Percentage. The threshold percentage is the limit for determining whether a location is a high-cost area. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the amount, which by law may not be less than 8%. It must be adjusted when necessary to ensure the total amount of CONUS COLA payments does not exceed the amount available to the Department of Defense for paying CONUS COLA that fiscal year.

C. High-Cost Area. A high-cost area is a location where a Service member's cost of living is at least 8% higher than the average cost of living in the CONUS. The data gathered during the base period is used to determine the cost of living at that location for the following fiscal year. When a location exceeds the threshold percentage, the CONUS COLA for that area begins on the first day of the new calendar year immediately following the base period.

D. Service Member with a Dependent. A Service member is with a dependent if he or she is authorized the basic allowance for housing (BAH) or would be authorized BAH at the with-dependent rate if Government quarters were not occupied. This does not include a Service member authorized BAH at the with-dependent rate solely based on paying child support. A spouse who is also a Service member on active duty may not be a dependent for CONUS COLA purposes. See Chapter 10 for BAH.

E. Service Member without a Dependent. A Service member is considered without a dependent if any of the following conditions are met:

1. The Service member is authorized BAH at the without dependent rate.

2. The Service member would be authorized the without dependent BAH rate if Government quarters were not occupied.

3. The Service member is authorized the with-dependent BAH rate solely based on paying child support.

F. Primary Dependent. A primary dependent is either the Service member's spouse or, for an unmarried Service member, a dependent as defined in Appendix A, excluding the following:

1. A dependent transported outside the CONUS (OCONUS) at Government expense who then returns at Government expense after he or she no longer qualifies as a dependent.

2. A Service member's or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) authorized as a dependent.

3. A Service member's former spouse, former dependents, or former dependent children authorized return transportation to the CONUS.

G. Unaccompanied Status. A Service member is considered to be in an unaccompanied status during any portion of an assignment to a permanent duty station (PDS) OCONUS while a dependent resides in, or returns to, a location in the CONUS to establish a permanent residence.

H. PDS for Service Member Assigned to Ship or Afloat Staff. The home port of the ship or afloat staff to which a Service member is assigned is his or her PDS for CONUS COLA purposes.

080102. CONUS COLA Eligibility

Table 8-1. CONUS COLA Eligibility

CONUS COLA Eligible	CONUS COLA Ineligible
• A Service member is assigned to a high-cost area in the CONUS. • A Service member is in an unaccompanied status OCONUS, if the Service member's primary dependent resides in a high-cost area in the CONUS. • A new Service member is ordered to active duty to a high-cost area through accession. • A Service member is married to another Service member. Each is authorized CONUS COLA. This authority exists whether the married Service members maintain a joint residence or separate residences. • A Service member is assigned to duty in the CONUS and the primary dependent does not reside at the PDS in the CONUS and it is determined through the Secretarial Process that both of the following conditions apply: • The Service member's primary dependent resides in a high-cost area in the CONUS because of the Service member's PDS or other circumstances. • It would be inequitable for the allowance to be determined on the basis of the Service member's PDS. • A Reserve Component (RC) member is authorized CONUS COLA only when the call to active duty is for a period of 140 or more days or is in support of a contingency operation.	• During the travel days a Service member is authorized for a permanent change of station (PCS) between the old PDS and new PDS. If the Service member is receiving CONUS COLA before the PCS, then the CONUS COLA payments stop on the first travel day. • During the travel days a Service member (including an RC member) is authorized for a PCS (see par. 050205) from the place last entered (or called to) active duty (PLEAD) to the first PDS. If the Service member is receiving CONUS COLA before the PCS, then the CONUS COLA payments stop on the day before the first travel day. • For an RC member on active duty under an order for 139 or fewer days, unless the duty is in support of a contingency operation (see Section 0804. • For more than one location at a time.

080103. CONUS COLA Rates Payable

A. Rates Based upon Location. CONUS COLA rates are based on the Service member's PDS, his or her home port, a designated place, or the primary dependent's location when authorized or approved through the Secretarial Process or authorized in this Chapter. The CONUS COLA rate paid to the Service member does not change when the Service member is on leave.

1. CONUS COLA based on the PDS begins on the day the Service member reports to the new PDS and ends the day before reporting to the next PDS. The CONUS COLA rate applicable to the primary dependent's permanent residence starts on either the date the primary dependent arrives at the new residence or the date the Service member reports to the new PDS in connection with the transfer, whichever is later. When a Service member is departing from a PDS OCONUS and the new PDS is in the CONUS, then the Service member is authorized CONUS COLA for the new PDS starting on his or her reporting date at the new PDS.

a. The CONUS COLA rate payable based on the primary dependent's old permanent residence or the Service member's old PDS continues through the day before the Service member reports to the new PDS or the rate for the new permanent residence begins. CONUS COLA at the old rate ends the day before the rate based on the new permanent residence begins.

b. When a Service member is stationed OCONUS, but the primary dependent is in the CONUS, see par. 080207 for exceptions.

2. The Service member may be authorized through the Secretarial Process CONUS COLA at the rate for the dependent's location instead of the rate for the new PDS when it is necessary for the Service member and dependent to maintain separate residences.

a. If the primary dependent does not relocate, CONUS COLA would continue to be based on the rate payable for the primary dependent's permanent residence or the Service member's old PDS.

b. When the primary dependent's permanent residence is at a location different than the old PDS, and the Service member was paid based on the rate for the old PDS, the rate payable for the primary dependent's residence begins on the service member's reporting day to the new PDS.

3. If two married Service members maintain a joint residence with a dependent, CONUS COLA is paid to one spouse at the with-dependent rate and to the other spouse at the without dependent rate.

4. When a Service member is on a PCS to a new PDS in the CONUS and has a TDY en route, CONUS COLA at the new PDS rate begins the day after per diem stops provided both of the following occur:

a. The TDY is near but not at the PDS.

b. The Service member commutes to the TDY location from what will become the permanent quarters after reporting to the new PDS.

B. Service Member Assigned to a Ship or Afloat Staff Home Port. Regardless of BAH eligibility, a Service member assigned to a ship or afloat staff is eligible for CONUS COLA unless the Service member is already drawing CONUS COLA for a dependent at another location.

1. The CONUS COLA rate is based on the home port of the Service member's assigned ship or

afloat staff.

2. For CONUS COLA related to a home port change:

a. The CONUS COLA rate for the old home port stops on the day before the effective date of the home port change, and the rate for the new home port begins on the effective date of the home port change.

b. A Service member without a dependent who ordinarily resides onboard the ship is authorized the CONUS COLA rate for the old home port until the day he or she moves back aboard the ship, under all of the following conditions:

(1) Quarters on board the ship are not available, such as when a ship is in dry-dock.

(2) The ship or afloat staff is delayed at the old home port after the effective date of the home port change.

C. Accessions. A new Service member is authorized CONUS COLA at the rate based upon whether he or she has a dependent.

1. The without dependent rate is based on the duty location. The rate changes on the Service member's arrival day at each duty location until the Service member arrives at the first PDS.

2. A Service member may elect the with-dependent rate for either the duty location or the primary dependent's location. If the Service member selects the primary dependent's location, the rate is based on the primary dependent's location until the day before the Service member's arrival day at the first PDS.

D. Service Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing based on one of the following:

1. The last PDS rate.

2. The primary dependent's location immediately before separation processing, if previously authorized that rate instead of the PDS rate.

3. The separation or retirement processing station in the CONUS for a Service member who separates in the CONUS from a PDS OCONUS.

080104. Secretarial Waiver When the Primary Dependent Does not Reside at the PDS in the CONUS

Ordinarily, CONUS COLA is paid based on the Service member's PDS or a ship or afloat unit's home port. However, the Service may determine through the Secretarial Process that a Service member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize or approve CONUS COLA payment based on the dependent's location. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent residence in the CONUS at a location other than the Service member's PDS, the Service member may be authorized CONUS COLA at the rate for the primary dependent's permanent residence instead of for the Service member's PDS.

080105. Concurrent Payment of OCONUS COLA and CONUS COLA

A Service member assigned to a PDS OCONUS may be paid OCONUS COLA at the without dependent rate and a CONUS COLA at the with-dependent rate applicable for the high-cost area in the CONUS where the primary dependent resides only if no command-sponsored dependent is residing OCONUS with the Service member.

A. Service Member Departs. If, after a Service member departs, the Service member is authorized an extension of OCONUS COLA for a dependent residing OCONUS through the Secretarial Process, the Service member may be paid OCONUS COLA at the with-dependent rate, and CONUS COLA at the without dependent rate based on the new PDS. The specified COLA continues through the date the OCONUS COLA extension ends.

B. Dependent Leaves Residence OCONUS. Beginning the day the dependent permanently leaves the residence OCONUS, the Service member may be paid CONUS COLA at the with-dependent rate for the PDS in the CONUS.

0802 CONUS COLA and Dependent Circumstances

080201. Service Member Paying Child Support

A Service member is authorized CONUS COLA at the without dependent rate when he or she is authorized BAH at the with-dependent rate or BAH Differential (see Chapter 10) based solely on child-support payment.

080202. Effect of Physical Custody of a Child on CONUS COLA

Ordinarily, a divorced or legally separated Service member who is not identified as the full-time legal custodial parent of a child in the divorce decree or legal separation agreement is not authorized CONUS COLA at the with-dependent rate.

A. Service Member has Physical Custody but not Legal Custody. A Service member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate if both of the following conditions are met:

1. The Service member is authorized BAH.

2. Physical custody is for a minimum of 90 consecutive days. A break of 5 or fewer days is not considered an interruption of the 90-day period, even if there are multiple breaks of 5 or fewer days.

B. Two Service Members Divorce or Separate. When the divorce or separation is between two Service members, it is possible for both Service members to be authorized CONUS COLA at the with-dependent rate if each Service member has physical custody of one or more children at the same time.

C. Service Member Paying Child Support has Physical Custody. If a Service member paying child support has physical custody of a child for 91 or more consecutive days, excluding any breaks for 5 or fewer days, the Service member does not receive BAH at the with-dependent rate solely because of child support payments.

080203. Service Member Acquires a Dependent

A. General Rules. When a Service member acquires a primary dependent, CONUS COLA is paid based on the PDS if the Service member is assigned to a PDS in the CONUS and when he or she meets the conditions in Table 8-2.

Table 8-2. Service Member Acquires a Dependent Who is in the CONUS	
Location of Service Member's PDS	**Basis for CONUS COLA**
in the CONUS	If the dependent is located at or near the PDS, change CONUS COLA to the with-dependent rate based on the PDS as of the date the Service member gained the dependent. If the dependent is not located at or near the PDS, change CONUS COLA to the with-dependent rate based on the Service member's PDS as of the date the Service member gained the dependent or, if the Service member requested and received a Secretarial waiver, based on the dependent's location as of that date (see par. 080104).
OCONUS	The dependent's location if the dependent does not reside at or near the PDS OCONUS. Start CONUS COLA at the with-dependent rate based on the dependent's location as of the date he or she became a dependent.

B. Dependent Visits or Moves to the PDS. A dependent may visit the Service member for 90 or fewer days at the PDS without changes to the CONUS COLA. When the visit exceeds 90 days, the CONUS COLA rate changes to the rate for the Service member's PDS location on the 91st day. If the dependent leaves the PDS area after the CONUS COLA changes, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

080204. Advance and Delayed Dependent Travel to a PDS OCONUS

When a PCS order is issued, the Service member's family may perform PCS travel at a different time than the Service member. See par. 080104 when a dependent is required to reside away from the Service member's PDS.

A. CONUS COLA Based on a Dependent's Location or Old PDS

1. Unless otherwise authorized or approved, a Service member's CONUS COLA is based on the PDS.

2. If authorized or approved through the Secretarial Process, a Service member may be authorized CONUS COLA based on the dependent's permanent residence or the old PDS.

B. Applicable Rates. If a dependent relocates, the rate for the dependent's location starts on the date the primary dependent arrives at the new residence. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized or approved location.

Table 8-3. Dependent Performs PCS Travel before the Service Member		
If…	**And the COLA for the dependent's location…**	**Then…**
the old PDS was in the CONUS and the new PDS is in the CONUS,	was authorized or approved through the Secretarial Process,	stop CONUS COLA based on the old PDS the day before the primary dependent arrives. Start CONUS COLA based on the primary dependent's location on the arrival date or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.* Start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.
the old PDS was in the CONUS and the new PDS is OCONUS	was authorized or approved through the Secretarial Process,	continue CONUS COLA based on the current PDS until the Service member arrives at new PDS.* Start OCONUS COLA based on the dependent's location on the arrival date, or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	continue CONUS COLA based on the current PDS until the Service member arrives at new PDS.*
the old PDS was OCONUS and the new PDS is in the CONUS	was authorized or approved through the Secretarial Process,	start CONUS COLA based on the primary dependent's location on the arrival date, or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.*
**COLA is not payable on authorized days of travel.*		

Table 8-4. Dependent Travels after a Service Member		
If…	**And the CONUS COLA for the dependent's location…**	**Then…**
the old PDS was in the CONUS and the new PDS is in the CONUS	was authorized or approved through the Secretarial Process,	continue the CONUS COLA based on the old PDS or the primary dependent's location, whichever has a higher rate.* Start CONUS COLA based on the new PDS as of the date the primary dependent's departs provided the Service member has arrived at the new PDS.
	was not authorized or approved through the Secretarial Process,	continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.* Start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.
the old PDS was in the CONUS and the new PDS is OCONUS	was authorized or approved through the Secretarial Process,	continue the CONUS COLA based on the old PDS or the primary dependent's location, whichever has a higher rate.* Stop CONUS COLA on the day before the primary dependent departs.
	was not authorized or	continue the CONUS COLA based on the current

Table 8-4. Dependent Travels after a Service Member		
If…	**And the CONUS COLA for the dependent's location…**	**Then…**
	approved through the Secretarial Process,	PDS until the Service member arrives at the new PDS.*
**COLA is not payable on authorized days of travel.*		

080205. Government Defers Dependent Travel

A. Government Defers Dependent Travel to a PDS OCONUS. Table 8-5 specifies the decision process for CONUS COLA when the Government defers a dependent's travel to a PDS OCONUS, pending housing availability at the PDS.

Table 8-5. Government Defers Dependent's Authorized Travel to a PDS OCONUS		
If the expected travel delay is…	**And…**	**Then…**
at least 61 days but less than 20 weeks and the dependent did not relocate at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	continue CONUS COLA based on the old PDS upon the Service member's departure.* start CONUS COLA for the authorized dependent's location upon the Service member's arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	continue CONUS COLA based on the old PDS upon the Service member's departure.* start CONUS COLA for the authorized dependent's location upon the Service member's arrival date. Stop CONUS COLA on the 60th day.
20 or more weeks and the dependent did not relocate at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	continue CONUS COLA based on the old PDS upon the Service member's departure.* start CONUS COLA for the authorized dependent's location upon the Service member's arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	continue CONUS COLA based on the old PDS upon the Service member's departure.* start CONUS COLA for the authorized dependent's location upon the Service member's arrival date. Stop CONUS COLA on the 60th day.
20 or more weeks and the dependent relocates at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	change the CONUS COLA rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.

Table 8-5. Government Defers Dependent's Authorized Travel to a PDS OCONUS		
If the expected travel delay is…	**And…**	**Then…**
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	change the CONUS COLA rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop CONUS COLA on the 60th day.
**COLA is not payable on authorized days of travel.*		

B. Government Defers Dependent Travel to a PDS in the CONUS. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the dependent has not arrived at the Service member's PDS by the end of 60 days, and an extension to, or a waiver of, the 60-day limit has not been granted through the Secretarial Process, CONUS COLA based on the dependent's location changes to CONUS COLA based on the PDS location.

1. If a dependent is not relocated at Government expense, then Table 8-6 specifies the decision process for CONUS COLA when the Government delays the dependent's travel to a PDS in the CONUS and the expected travel delay is 139 or fewer days (20 weeks).

Table 8-6. Government Defers Dependent's Travel to a PDS in the CONUS when the Old PDS Is in the United States and the Expected Travel Delay Is 139 or Fewer Days (20 Weeks)		
If the dependent…	**And…**	**Then…**
arrives within 60 days of travel authority,	the CONUS COLA for the dependent's location was authorized or approved through the Secretarial Process,	upon the Service member's departure, continue CONUS COLA based on the old PDS.* Upon the Service member's arrival date, start CONUS COLA for the authorized dependent's location through the day before the primary dependent arrives at the new PDS. Beginning on the primary dependent's arrival date at the PDS, start CONUS COLA based on the new PDS.
does not arrive within 60 days of travel authority,		upon the Service member's departure, continue CONUS COLA based on the old PDS.* Upon the Service member's arrival date, start CONUS COLA for the authorized dependent's location for up to 60 days. Beginning on the 61st day, base CONUS COLA on the new PDS.
does not travel	the CONUS COLA for the dependent's location was not authorized or approved through the Secretarial Process,	upon the Service member's departure, continue CONUS COLA based on the old PDS and beginning on the arrival date, start CONUS COLA based on the new PDS.*
**COLA is not payable on authorized days of travel.*		

2. Table 8-7 specifies the decision process for CONUS COLA when the Government delays a dependent's travel to a PDS in the CONUS and the expected travel delay is 140 or more days (20 weeks).

Table 8-7. Government Defers Dependent's Travel to a PDS in the CONUS when the Old PDS is outside the United States or the Old PDS is in the United States and the Expected Travel Delay is 140 or More Days (20 Weeks)		
If the dependent…	**And…**	**Then…**
arrives within 60 days of travel authority and he or she is relocated at Government expense,	the CONUS COLA for the dependent's location was authorized or approved through the Secretarial Process,	change the CONUS COLA basis on the date the primary dependent arrives at the designated location and continue it through the day before the primary dependent arrives at the PDS.* Beginning on the primary dependent's arrival date at the PDS, change the basis for CONUS COLA to the PDS.
arrives within 60 days of travel authority and he or she is not relocated at Government expense,		continue CONUS COLA through the day before the primary dependent arrives at the new PDS and base it on the old PDS as of the Service member's departure.* Beginning on the primary dependent's arrival date at the PDS, change the basis for CONUS COLA to the new PDS.
does not arrive within 60 days of travel authority and he or she is relocated at Government expense,		change the CONUS COLA basis on the date the primary dependent arrives at the designated location from the old PDS to the designated location through the 60th day after travel is authorized to begin.* Beginning on the 61st day after travel is authorized to begin, change the basis for CONUS COLA from the dependent's location to the new PDS.
does not arrive within 60 days of travel authority and he or she is not relocated at Government expense,		continue CONUS COLA through the 60th day after travel is authorized to begin based on the old PDS. Beginning on the 61st day after travel is authorized to begin, change the basis for CONUS COLA from the old PDS to the new PDS.
does not travel	the CONUS COLA for the dependent's location was not authorized or approved through the Secretarial Process,	start CONUS COLA based on the new PDS as of the Service member's arrival date.
**COLA is not payable on authorized days of travel.*		

080206. Early Return of Dependents

A. Early Return at Government Expense. When all of a Service member's dependents are returned from a PDS OCONUS at Government expense for circumstances other than for a PCS (regardless of the reason for the return) the Service member is authorized CONUS COLA based on the primary dependent's permanent residence starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a Service member's dependents are returned early from a PDS OCONUS at personal expense, the Service member is not authorized CONUS COLA.

080207. Service Member Serving in an Unaccompanied Status OCONUS

If a Service member serving in an unaccompanied status OCONUS has dependents in multiple locations, CONUS COLA authority is based on the primary dependent's residence.

A. Eligibility. When the primary dependent establishes a residence or resides in the CONUS due to a Service member's transfer to, or while assigned at, an unaccompanied PDS OCONUS, CONUS COLA is authorized in any of the following situations:

1. The primary dependent relocates in the CONUS from a PDS in the CONUS.

2. The primary dependent resides in the CONUS and the Service member is required to perform TDY incident to a transfer to an unaccompanied PDS in the CONUS.

3. The primary dependent establishes a residence in the CONUS due to the Service member's transfer from an accompanied status at a PDS OCONUS to an unaccompanied status.

B. Allowances. Table 8-8 specifies CONUS COLA for a Service member with a dependent assigned to an unaccompanied tour at a PDS OCONUS.

Table 8-8. Service Member (with a Dependent) Assigned to an Unaccompanied Tour at a PDS OCONUS

If the Service member's dependent…	And…	Then…
retains a permanent residence in the CONUS	the primary dependent remains at the old PDS,	continue to pay CONUS COLA, based on the old PDS.
	the primary dependent is at a location in the CONUS other than the old PDS and the Service member is receiving CONUS COLA based on a Secretarial waiver,	continue the CONUS COLA previously paid.
	the primary dependent is at a location in the CONUS other than either the old PDS or location for which the Service member had a Secretarial waiver,	continue to pay CONUS COLA, based on the old PDS and start CONUS COLA the day the Service member arrives at the new PDS based on the primary dependent's location.
relocates the permanent residence from the CONUS to another location in the CONUS at Government expense	the primary dependent either travels with or in advance of the Service member,	stop the old CONUS COLA rate the day before the dependent's arrival day. Start CONUS COLA the day the primary dependent arrives at the new residence location based on the dependent's location. *
	a dependent travels after the Service member,	continue CONUS COLA based on the Service member's old PDS through the day before the primary dependent's arrival at

Table 8-8. Service Member (with a Dependent) Assigned to an Unaccompanied Tour at a PDS OCONUS		
If the Service member's dependent…	**And…**	**Then…**
		the new residence location. Start CONUS COLA on the arrival day based on the dependent's location.*
relocates the permanent residence from OCONUS to the CONUS at Government expense	a dependent travels in advance of, with, or after the Service member,	start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence.*
relocates permanent residence from the CONUS to a location OCONUS at Government expense	a dependent travels in advance of the Service member or with the Service member,	continue CONUS COLA based on the old PDS through the day before the Service member's arrival at the new PDS.
	a dependent travels after the Service member,	continue CONUS COLA based on the old PDS through the day before the primary dependent's arrival.*
relocates the residence at personal expense	CONUS COLA is authorized through the Secretarial Process,	continue CONUS COLA based on the above rules in this table. *
	CONUS COLA based on the new location is not authorized through the Secretarial Process,	continue CONUS COLA based on the above rules in this table through the day before the primary dependent's arrival.*
is not OCONUS	the Service member is assigned to an unaccompanied assignment OCONUS or unusually arduous sea duty,	pay CONUS COLA based on the old PDS rate if the dependent does not relocate. pay CONUS COLA based on the dependent's location if the dependent does relocate.
continues to reside at same location	the Service member is required to perform a TDY, inside or outside the CONUS, due to a transfer to another unaccompanied tour,	continue CONUS COLA based on the primary dependent's permanent residence.
	the Service member is required to perform a TDY due to a transfer in the United States,	continue CONUS COLA based on the primary dependent's permanent residence through the day before the day the Service member reports to the new PDS. Start CONUS COLA at the rate for the new PDS on the day the Service member reports at that PDS.
**COLA is not payable on authorized days of travel.*		

0803 CONUS COLA and Unusual Circumstances

080301. Service Member in a Missing Status

A. Service Member without a Dependent. A Service member without a dependent whose PDS is in the CONUS and is in a missing status receives CONUS COLA based on the PDS location.

B. Service Member with a Dependent. A Service member with a dependent continues to receive CONUS COLA at the rate paid when they were placed in a missing status. Pay CONUS COLA based on the dependent's location when a dependent relocates.

080302. Service Member in Confinement

If a Service member in confinement is authorized allowances, he or she receives the same CONUS COLA rate paid immediately before confinement. If a Service member with a dependent is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

080303. Service Member Requires Prolonged Hospitalization

The hospital where a Service member is transferred becomes his or her PDS for CONUS COLA purposes when he or she requires prolonged hospitalization and is issued an appropriate order. This applies when a Service member is transferred from any PDS to a hospital in the CONUS for observation and treatment.

080304. Service Member Whose PDS is Evacuated

A. Service Member with a Dependent

1. CONUS COLA Continuation at the Service Member's PDS

a. A Service member who is authorized CONUS COLA at the with-dependent rate based on his or her PDS, and whose dependent is evacuated, continues to receive CONUS COLA on the effective date of the evacuation unless the Service member's PDS changes.

b. When a determination is made through the Secretarial Process that it is necessary for a dependent to maintain a permanent residence in an area other than where the PDS is located, CONUS COLA at the with-dependent rate is based on the designated place for the primary dependent. The CONUS COLA starts the day after per diem at the designated place ends.

2. CONUS COLA at a Designated Place. When a Service member's command-sponsored dependent resides at a designated place in the CONUS due to an evacuation from a location OCONUS, the Service member is authorized CONUS COLA at the with-dependent rate starting the day after per diem at the designated place ends. The rate is based on the designated place for the primary dependent.

B. Service Member without a Dependent. A Service member without a dependent who was authorized CONUS COLA at the PDS on the date an evacuation is ordered is authorized CONUS COLA through the day before the Service member reports at the new PDS.

0804 Reserve Component (RC) Member

080401. RC Member Called or Ordered to Active Duty

A. Called or Ordered to Active Duty. Table 8-9 specifies CONUS COLA for an RC member called or ordered to active duty for a period of 140 or more days or in support of a contingency operation. A DoD or U.S. Coast Guard retired Service member called or ordered to active duty is authorized the same CONUS COLA as an RC member.

Table 8-9. RC Member CONUS COLA Determination

If an RC member is…	And…	Then…
called or ordered to active duty for 140 or more days	PCS HHG transportation is authorized,	start CONUS COLA on the first active-duty day based on the primary residence at the time called or ordered to active duty through the day before arrival at the PDS. Starting the day the Service member reports to the PDS, change the basis for CONUS COLA to the PDS location.
	PCS HHG transportation is not authorized,	start CONUS COLA on the first active-duty day based on the primary residence at the time called or ordered to active duty.
called or ordered to active duty for 139 or fewer days for a contingency operation	PCS HHG transportation is not authorized,	start CONUS COLA on the first active-duty day of an assignment that supports a contingency operation and base it on the primary residence at the time called or ordered to active duty. There is no authority to pay CONUS COLA when the assignment is not in support of a contingency operation.

B. Modified or Amended Order. If an RC member receives an order modification or amendment that extends the original assignment, the modification or amendment determines the CONUS COLA.

Table 8-10. RC Member's Order is Modified or Amended

If an RC member's order is modified or amended…	And…	Then…
and the days remaining on the existing order plus the number of days added by the extension total 140 or more days	PCS HHG transportation is not authorized,	CONUS COLA based on the primary residence continues or would start on the modification or amendment date.
	PCS HHG transportation is authorized,	CONUS COLA based on the primary residence, if currently authorized, would stop the day before the modification or amendment in CONUS COLA based on the PDS rate would begin on the modification or amendment date or CONUS COLA based on the PDS would continue.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

SERVICE MEMBERS ONLY

9000 DEFINITION OF TERMS AS USED IN CHAPTER 9

A. Service Member with Dependents. In Ch 9, a Service member who:

1. Is authorized to have dependents reside at/in the Service member's OCONUS PDS vicinity, and whose dependents do so reside, or

2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to a Service member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the Service member are bona fide residents of the respective non-foreign OCONUS area, or are officers or Civilian employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

3. On the PCS order effective date had a Service member spouse who was later released from active duty, or separated/ retired from the Service, and remained in the vicinity of the first Service member's former PDS.

Note: A Service member is authorized COLA for all command sponsored dependents (including a Federal employee spouse/child who is eligible for a post allowance in his or her own right).

B. Service Member without Dependents. In Ch 9, a Service member without dependents means a Service member:

1. Who has no dependents, or

2. Whose dependents do not reside at/ in the PDS vicinity, or

3. Who is not a "Service member with dependents" under par. 9000-A, during the remainder of a tour in which dependents join or are acquired by the Service member, or

4. Who has non-command sponsored dependents residing at/in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, June 3,1957).

Note: For COLA/TLA purposes a Service member paying child support is a Service member without dependents unless the Service member has command sponsored dependents at the PDS other than the dependents on whose behalf the Service member is paying child support.

Note: A Service member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the Service member's old OCONUS PDS or is at a designated place at an OCONUS location IAW pars. 050814, 050903 and 050907 is a Service member without dependents at the Service member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with dependents rate for the dependent location. See pars. 050814, 050903 and 050907 if a foreign born spouse is returned to a foreign country and par. 050809 when a dependent is at a designated place. Other than a dependent described in pars. 050809, 050814, 050903, and 050907, a dependent must be command sponsored for the Service member to receive station allowances based on the dependent's presence.

C. Station Allowances

1. COLA authorized in Part B, and

2. TLA authorized in Part C.

D. Vicinity. In Ch 9, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the Service member's PDS is located. When a Service member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the Service member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the Service member is required to maintain two separate households (i.e., the Service member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the vicinity of the Service member's PDS even though located in the same country, state or U.S. territory or possession.

E. Gov't Dining Facility and Gov't Qtrs

1. Gov't Meals. In addition to Gov't Dining Facility as defined in App A, Gov't dining facility, for COLA purposes, also includes a facility providing meals to Service members, with or without charge, under agreement with the Gov't.

2. Gov't Qtrs. In addition to Gov't Qtrs as defined in App A, Gov't Qtrs include individual Qtrs furnished with or without charge under agreement with the Gov't.

F. Command sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria. .

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

SERVICE MEMBERS ONLY

9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the Service member is not counted for any day when the Service member is not authorized TLA in the Service member's own behalf. See pars. 9160-B and 9160-C.

2. Extra Room Charge Payment. Except as provided in pars. 9185-C and 9185-D, when the Service member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking in or for the checking out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. 9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking in or the calendar day preceding the checking out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. 050302) when the PCS is performed by common carrier or transportation in kind if the TLA and reporting day are the same. The reporting day lodging expense is reimbursed as TLA (par. 9150-C). See par. 9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT Plus is payable, par. 9160-B.

B. Temporary Lodging Not Available at PDS. When Gov't/commercial temporary lodgings are not available at the PDS and the Service member must obtain Gov't/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. 9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. 9185-B be supported by a statement of the Service member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the Service member's PDS.

C. Temporary Lodgings Furnished by a Gov't Contractor. When a Gov't contractor furnishes temporary lodgings, TLA is computed under par. 9185-E. When the Service member and/or dependents check into/out of Gov't contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking in or the checking out calendar day, the daily amount of TLA for the check in calendar day or the calendar day preceding the checkout day is to be increased by the extra amount of Qtrs charge paid.

D. Temporary Lodging Occupied in Facilities under Gov't Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's Qtrs, under Gov't jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. 9185-E. When the Service member and/or dependents check into/out of this type of Qtrs at a time of day which results in the payment of a rental/service charge for the calendar day before checking in or for the checking out calendar day, the daily TLA amount for the check in calendar day or the calendar day preceding the checkout day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. 9185-A or 9185-B, and except as in pars. 9185-F, and 9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.

2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or VAT relief certificate cost, and other authorized lodging costs.

3. When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.

4. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Service Member or 1 dependent	65%
Service Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

a. Use the above applicable percentage for both lodging and M&IE unless:

(1) A TLA Special has been authorized for lodging. See par. 9195.

(2) Temporary lodgings are not available at the PDS. See par. 9185-B.

(3) Permanent Gov't Qtrs are being renovated, or lack adequate cooking and eating facilities. See par. 9185-F.

(4) Temporary Qtrs contain adequate cooking facilities. See par. 9185-G.

(5) A Service member, authorized a temporary lodging cost at the new PDS under par. 9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the Service member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the Service member's family, including the Service member, occupying the temporary lodgings. Deduct the Service member's share from the M&IE.

(6) The Service member/dependent(s) stay with friends/relatives; lodging cost reimbursement is not authorized but the TLA M&IE is paid.

b. When computing the applicable percentage for a:

(1) Service member and family including the Service member's spouse and dependent children, the applicable percentage is 100% for the Service member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See Example 7;

(2) Family without the spouse, add the applicable percentage for the Service member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a Service member with two dependents, one age 12 or older and one under age 12 is 125% (Service member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;

(3) Service member married to Service member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. 9185-E, as shown in Examples 5 and 6.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating Gov't Qtrs, or when permanent Qtrs lack adequate cooking and eating facilities. See par. 9185-F.

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost, including lodging tax or VAT relief certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. 9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

b. Itemized lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. 010301 for receipt requirements; and par. 9157 for TLA advances.

c. If the Service member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the Service member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. 9185-H and 9195 (TLA Special).

F. TLA while Gov't Qtrs Are Being Renovated, or if Gov't Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The Service member may be authorized TLA to cover restaurant meals cost, when a Service member and/or dependents:

a. Occupy Gov't Qtrs while the kitchen is being renovated, or

b. Occupy Gov't Qtrs/private sector housing during utility loss, or

c. Initially occupy permanent Gov't Qtrs/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. 9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. 9185-E, except that the M&IE amount is reduced by one half.

2. The reduced (one half) M&IE amount based on adequate cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a stove and oven, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the Service member shows, to the satisfaction of the official designated in the local TLA regulations (see par. 9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the Service member may be authorized TLA per par. 9185-E,

without the M&IE reduction. The Service member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. Per diem rates used in these examples may not be current, and are for illustrative purposes only. Refer to the paragraph references for clarification when computing TLA.

1. TDY/Deployment, POV Travel

A Service member, with command sponsored spouse, is assigned to an OCONUS location (par. 9150-C). The Service member and spouse arrive at the new OCONUS PDS location on 1 April by POV and move into temporary lodgings the same day (par. 9160-B). TLA status is effective the following date, 4/2. The temporary accommodations do not have facilities for preparing and eating meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost, if applicable. Itemized lodging receipts are provided as required.	
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the Service member and spouse IAW par. 9185-A3.	
4/2 – The Service member is advised upon reporting to aggressively seek permanent Gov't Qtrs/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The Service member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/2 thru 4/10. The Service member's progress in obtaining permanent Qtrs/housing is reviewed for compliance with the JTR and OCONUS TLA Authority requirements. TLA is extended for another 10 day period by the OCONUS TLA Approving Official (par. 9150-C2).	
4/21 – The Service member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The Service member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the Service member as a TLA expense under par. 9160-C3 (TDY/Deployment). TLA is authorized only for the number of days the Service member actually remained in TLA accommodations. The Service member and spouse moves into the same permanent Qtrs on 4/21.	
TLA Computation For 2-10 April – Service Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 4 days = $600
TLA Computation For 11-14 April – Service Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 9 days = $1,350
TLA Computation For 15-17 April TDY/Deployment	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76

2. Determine the Service member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the Service member), then subtract that amount from the Step 1 result (par. 9185-E4, Step 1a5).	$74 divided by 2 = $37 $74 - $37 = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113/day.	$37 + $76 = $113 $113/day x 3 days = $339
TLA Computation For 18-20 April – Service Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 3 days = $450

2. <u>TDY Status, Vessel at Home Port and Underway</u>

A Service member, with spouse, is assigned to a ship with an OCONUS home port. The locality <u>per diem rate</u> is $132 ($66/ $66). The Service member and spouse arrive at the OCONUS home port 9/30 by POV while the ship is away (par. 9160-C2). TLA status is effective the following date, 10/1. They occupy temporary Gov't Qtrs that does not have facilities for preparing and eating meals (par. 9185-G). The actual lodging expense is $98/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required. The ship returns to the OCONUS home port and the Service member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The Service member and spouse move into the same permanent Qtrs on 10/11.	
9/30 - TLA is not payable for 30 September since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the Service member and spouse IAW par. 9185-A3.	
10/1 – The Service member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
10/6 – The Service member submits a lodging expense report of $490 ($98/day) for the Service member and spouse from 10/1 thru 10/5. The Service member submits a lodging expense report of $490 ($98 per day) from 10/6 thru 10/10. TLA extension of an additional 10 day period is authorized as the Service member has complied with the OCONUS TLA Authority requirements IAW the JTR (par. 9150-C2).	
TLA Computation For 1-5 October – Tdy Status/Vessel Underway	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 65% x $66 = $42.90 65% x $66 = $42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the Service member is in a TDY per diem status (par. 9160-C).	$98 divided by 2 = $49
3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$49 vs. $42.90 $42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay $85.80/day.	$42.90 + $42.90 = $85.80 $85.80/day x 5 days = $429
TLA Computation For 6-10 October - (Vessel At Home Port)	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $66 = $66 100% x $66 = $66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$98 vs. $66 $66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $132/day.	$66 + $66 = $132 $132/day x 5 days= $660

3. Temporary Lodgings Contain Facilities for Preparing and Consuming Meals

A Service member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $138/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.	
TLA Computation	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 150% x $74 = $111 150% x $76 = $114
2. Reduce the Step 1 M&IE by one half due to cooking facilities.	$111 x 50% = $55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$138 vs. $114 $114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $169.50/day.	$55.50 + $114 = $169.50 Pay $169.50 for each day

4. Service Member Married to Service Member Couple in the Same Temporary Lodging without Facilities for Preparing and Consuming Meals, (POV Travel)

Service member married to Service member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night ($57/night for each Service member), including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion or valued added VAT taxes if applicable. Itemized lodging receipts are provided as required.		
4/1 – TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the Service member and spouse IAW par. 9185-A3.		
4/2 – The Service members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each Service member submits a separate lodging expense report of $570 ($114÷2/day, including tax = $57) for shared temporary lodging. The Service members' progress in obtaining permanent Qtrs/housing is reviewed for additional TLA period from 4/11 to 4/20 and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2). The Service members moved into the same permanent Qtrs on 4/21.		
TLA Computation A Service member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204..		
Temporary Lodging without facilities for Preparing and Consuming Meals		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	Service Member 1 65% x $74 = $48.10 65% x $76 = $49.40	Service Member 2 65% x $74 = $48.10 65% x $76 = $49.40
2a. Service Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Service Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$48.10 x 100% = $48.10 (2a)	$48.10 x 100% = $48.10 (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40

4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay each Service member $97.50/day.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

5. Service Member Married to Service Member Couple with Dependents in Temporary Lodgings with Available Preparation and Cooking Facilities for Each Service Member, POV Travel

A Service member without dependents married to another Service member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. Preparation and cooking facilities are available for each Service member in the temporary lodging (par. 9185-G). The locality per diem rate is $160 ($86/ $74). The actual lodging expense is $85/night for each Service member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the new OCONUS PDS location for each Service member and children IAW par. 9185-A3.		
4/2 – The Service members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each Service member submits a separate lodging expense report of $850 ($170 per day including lodging tax divided in half, $85) for shared temporary lodging. They moved into permanent Qtrs on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA Computation A Service member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.		
Preparation and Cooking Facilities are Available for Each Service Member		
1. Maximum rates (applicable percentage x locality rate) M&IE Lodging	Service Member 1 (one dep) 100% x $74 = $74 100% x $86 = $86	Service Member 2 (one dep) 100% x $74 = $74 100% x $86 = $86
2. Service member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	$74 x 50% = $37	74 x 50% = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $86 $85	$85 vs. $86 $85
4. Add Step 2 M&IE to the selected Step 3 lodging amount. Pay each Service member $122 per day.	$37 + $85 = $122 $122 x 10 = $1,220	$37 + $85 = $122 $122 x 10 = $1,220

6. Service Member Married to Service Member Couple with Dependents with Two Rooms without Preparation and Cooking Facilities for Each Service Member, POV Travel

A Service member married to Service member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.
4/2 – The Service members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days.
4/11 – Each Service member submits a separate lodging expense report of $1,200 ($120/day including tax) for shared temporary lodging. The Service members' progress in obtaining permanent Qtrs/housing is reviewed

and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The Service members and dependents moved into the same permanent Qtrs on 4/21.		
TLA Computation A Service member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging Total	Service Member 1 (2 deps over 12) 135% x $75 = $101.25 135% x $125 = $168.75 $101.25 + $168.75= $270	Service Member 2 (2 deps under 12) 125% x $75 = $93.75 125% x $125 = $156.25 $93.75 + $156.25 = $250
2a. Service member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$101.25 x 100% = 101.25	
2b. Service member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.		$93.75 x 100% = $93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120 $120	$156.25 vs. $120 $120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120 = 221.25	$93.75 + $120 = $213.75
5. Pay the lesser of Step 1 and Step 4.	$221.25	$213.75
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$221.25/day x 10 days = $2,212.50	$213.75/day x 10 days = $2,137.50
7. Total Amount Paid to Each Service Member	$2,212.50	$2,137.50

7. Service Member with Multiple Dependents and Two Rooms without Preparation and Cooking Facilities, POV Travel

A Service member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POV and use two rooms for temporary lodging on the same day (par. 9185-E, step 2b). TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each room, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are required.	
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the Service member and spouse IAW par. 9185-A3.	
4/2 – The Service member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The Service member submits a lodging expense report of $2,400 ($120/room per day including tax) for two rooms. The Service members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The Service member and dependents moved into the same permanent Qtrs on 4/21.	
TLA Computation When computing the correct total percentage for a Service member and family – spouse, dependent children—allow 100% for Service member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12)	
When computing the correct total percentage for a Service member and family – spouse, dependent.	
1. Determine the maximum rates (applicable percentage x locality rate). Service member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging	 220% x $75 = $165 220% x $125 = $275

Total	$165 + $275= $440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$165 x 100% = $165
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$275 vs. $240 $240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$165 + $240 = $405
5. Pay the lesser of Step 1 and Step 4.	$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$405/day x 10 days = $4,050
7. Total Amount Paid	$4,050

8. PCS Reporting Date and Authorized TLA are on the Same Day, Commercial Transportation

A Service member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $377 ($250/ $127).		
The Service member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The Service member submits a lodging expense report of $2,250 ($225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent Qtrs on Day 11. Actual lodging expenses include lodging tax and any other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
TLA Computation On The Same Day		
This example is for travel performed by common carrier or transportation in kind.		
PCS M&IE paid (par. 5030) =		$285.75
TLA paid for 10 days of TLA (par. 9185-A3)	$225 + $7,413.75 =	$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Service Member	Full Rate	$127.00
Spouse	$127 x 75%	$95.25
Child under 12	$127 x 50%	+ $63.50
TOTAL		$285.75
TLA (Lodging Only)		
Service Member, spouse, and dependent (under 12)	$250 x 125% = $312.50 (limited to $225)	$225.00
Days 2 – 10		
Step 1	M&IE ($127 x 125%) = Lodging ($250 x 125%) = Total =	$158.75 + $312.50 $471.25
Step 2	Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount	$225.00
Step 3	Add M&IE and lodging ($158.75 + $225) =	$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days =	$3,453.75

9. Lodging with Currency Conversion Fees

A Service member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $268 ($152/ $116). The lodging expense is $145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is $25.

Itemized lodging receipts are provided as required.	
TLA COMPUTATION	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging International Transaction (currency conversion) Fee	 100% x $116= $116 100% x $152 = $152 $25 ÷ 5 = $5
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser.	$150 vs. $152 $150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $266/day.	$116 + $150 = $266 $266/day x 5 days = $1,330

10. PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel

PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel		
A Service member and spouse are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. The Service member and spouse elect to reside with relatives. TLA authorization is limited to the M&IE of the applicable locality per diem rate of $377 ($250/$127) per par. 9150-C1e(8); lodging expense reimbursement is not authorized when staying with friends and relatives.		
The Service member is advised upon reporting to aggressively seek permanent Qtrs/housing, and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The Service member requests M&IE of the locality per diem rate for 9 days of TLA, $1,143. The Service member and dependent moved into the same permanent Qtrs on Day 11.		
TLA Computation (for travel performed by common carrier or transportation in kind)		
PCS M&IE paid (par. 5030) =		$222.25
TLA paid for 10 days of TLA (par. 9185-A3)	$1,143.00 =	$1,143.00
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Service Member	$127 (Full Rate)	$127.00
Spouse	$127 x 75% =	$95.25
TOTAL		$222.25
TLA (lodging only if applicable)		
Service Member and spouse	No lodging reimbursement. Stayed with friends and relatives	
DAYS 2 – 10		
Step 1	M&IE ($127 x 100%) = $127 x 9 days =	$127.00 $1,143.00
Step 2	Lodging cost expenses are not authorized. Stayed with friends and relatives.	
Step 3	Add M&IE, no lodging cost =	$1,143.00

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

SERVICE MEMBERS ONLY

9200 SERVICE MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the Service member's new PDS is in CONUS or OCONUS.

B. Service Member Assigned to Duty Aboard a Two Crew Nuclear Submarine. The ship's home port is the Service member's PDS for station allowances.

1. When a Service member Reports to the Home Port before Reporting on Board. When a Service member is assigned to a two crew nuclear submarine and reports to the ship's home port before reporting aboard because the ship is deployed, the Service member is authorized station allowances the day after the Service member arrives at the home port and no further travel is performed away from the home port is required by the order before reporting on board the submarine (57 Comp. Gen. 178 (1977)).

2. Service Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a Service member without dependents assigned to a two crew nuclear submarine after reporting on board, while the Service member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Service Member without Dependents. A Service member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the Service member is not in a travel status but whose duty requires the Service member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974/B-180066)).

9205 SERVICE MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A Service member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized/approved by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A Service member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

b. Par 5114-D3 to an OCONUS location at which the PCS order states the Service member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Dependent Restricted Tour/Unusually Arduous Sea Duty. A Service member with dependents, assigned to a dependent restricted tour or unusually arduous sea duty, who moves dependents under:

a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

b. Par. 5116-A3 to an OCONUS location at which the PCS order states the Service member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

B. Service Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a Service member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Service member's Prior OCONUS PDS or Previously Designated Place. A Service member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Service Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a Service member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. 9205-C.

D. Service Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the Service member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a Service member's OCONUS PDS, or to a designated place to which transportation at Gov't expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the Service member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the Service member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Service Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a Service member is authorized station allowances for dependents under par. 9205, the Service member is also authorized COLA, and TLA, if any, prescribed for a Service member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A) at personal expense, stop station allowances based on the old location the day before the dependents departed. Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.

9210 STATION ALLOWANCES WHEN SERVICE MEMBER MARRIED TO SERVICE MEMBER COUPLE

A. When Separate Households are Maintained. When a Service member married to another Service member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a Service member with or without dependents, as applicable, based on whether the Service member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are Service members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one Service member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other Service member is authorized to receive COLA at the 0-dependent rate. For COLA for Service member married to Service member E-5 and below serving on sea duty, par. 9115-B9. In no case is a spouse, who also is a Service member on active duty, a dependent for allowance purposes.

9215 COLA INCIDENT TO EVACUATION OF THE SERVICE MEMBER'S PDS

Note: TLA is not payable incident to an evacuation.

A. A Service Member with Command Sponsored Dependents

1. Cost of Living Allowance. COLA at the with-dependents rate is terminated (Par. 9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the Service member's PDS, the Service member is without dependents for COLA.

2. COLA at Designated Place. A Service member is authorized COLA at the with dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Service Member with Non Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE SERVICE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command sponsored and authorized to travel before the Service member and arrive at the new OCONUS PDS before the Service member, Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the Service member and arrive at the new OCONUS PDS after the Service member, Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the Service member's new PDS is in CONUS or OCONUS.

C. Deferred Travel. When dependent travel to the new OCONUS PDS is deferred pending housing availability, COLA at the old OCONUS PDS or designated place continues until the dependents depart or for 60 days after dependent travel to the new PDS is authorized. The Secretarial Process may extend the 60 day period (see par. 10406). TLA for dependents may be authorized/approved IAW par. 9170.

D. Other Circumstances. When there is a Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or Service member's pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the

Service member's new PDS is in CONUS or OCONUS.

E. Assigned to Gov't Qtrs. When dependents are assigned to Gov't Qtrs ICW advance arrival at a Service member's OCONUS PDS, during delayed departure from a Service member's OCONUS PDS, or other circumstances in par. 9220-D, a Secretarial decision (by either the Secretary concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Gov't Qtrs, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

Note 1: Prior to a change to 37 USC §475 authorized by the FY06 NDAA, station allowances for a Service member's dependents located at an OCONUS location could be authorized only for a Service member assigned at an OCONUS PDS. The FY06 NDAA changed 37 USC §475 by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the Service member is assigned inside CONUS.

Note 2: A Service member may be authorized dual COLA at the with dependent rate based on the dependent's location and the without dependent rate at the Service member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel or other circumstances in par. 9220-D thru the Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR DEPENDENTS EARLY RETURN TO OCONUS LOCATIONS

A. Return To Native Country. A Service member, whose foreign born dependents are authorized early return travel to the native country under par. 050804, is authorized station allowances at the with dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. DoDI 1315.18, Procedures for Military Personnel Assignments, Encl 5, par. 8.

B. Return To Non-Foreign OCONUS. A Service member, whose dependents are authorized early return travel to a designated non-foreign OCONUS location under par. 050804 is authorized station allowances at the with dependents rate based on the dependents' non-foreign OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location.

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

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

B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a Service 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. 10034 for housing allowances. For a Service member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.

CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

SERVICE MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

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

1. Service 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 Service member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A Service 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 Service member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a Service 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 Service member's PDS is located. However, if the Service 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 Service member occupying privatized housing is authorized a housing allowance in the same manner as a Service 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 January 1, 1998, in general, a Service member on active duty entitled to basic pay is authorized a housing allowance based on the Service member's grade, dependency status, and location. Rates are prescribed depending on the Service member's grade and whether or not the Service 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 Service 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 Service member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on Service 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 Service 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 Service 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 Service 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 Service member's grade as of December 31, 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 December 31, 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 December 31, 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 Service member who is assigned to Gov't Qtrs appropriate to the Service member's grade, rank, or rating and adequate for the Service 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 Service member's reporting day to a new PDS. OHA eligibility starts on the day after the Service member's reporting day if, on the reporting day, a Service member is authorized MALT Plus per diem. OHA starts on the day the Service 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 Service member's OHA, FSH-O or FSH-B lease terminates, or

b. On the day before the Service 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 Service member is assigned (par. 10002-E3 below for exception), or

d. Upon assignment to Gov't Qtrs.

3. Service 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 Service 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 Service member without dependents is authorized a housing allowance based on the old home port until the day the Service member moves back aboard the ship.

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

Rule	If a Service 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 Service member is not assigned Gov't Qtrs for the Service member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the Service member is not assigned Gov't Qtrs for the Service member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or Service 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.

Table 10a-1: Date to Start BAH or OHA (Service Member With Dependents)		
Rule	**If a Service member:**	**then BAH or OHA at the with-dependent rate begins on the date:** [1]
4	occupies Gov't Qtrs with dependents and the Qtrs are declared inadequate	on which designation of inadequacy of Qtrs is effective, if the Service member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption, etc.) [2]	the dependent is acquired, if the Service member is not assigned Gov't Qtrs for Service member and dependent(s) on that date. [3] Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the Service member is returned to a pay status after apprehension or surrender, if Service member is not assigned Gov't Qtrs for the Service 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 Service 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 Service member is authorized increased BAH or OHA.

c. BAH or OHA starts with date of Service member's marriage even though the marriage occurs on same day as divorce from another Service 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 Service 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 23rd birthday if a full time student). [4]
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.

7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. [3]
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on the Service member, and such dependency ceases	before date dependency ceases.

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

[2] Applies also when affinitive relationship between a Service 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 Service member:	**then stop BAH or OHA at 2400 hours of the day:**
1	is furnished Gov't Qtrs at the PDS, adequate for the Service 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 Service 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 Service member's station via a direct route.

10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a Service 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 Service member's promotion. If the Service member is demoted, or loses authority for BAH, then the Service member's BAH rate protection at the current amount ceases on the date the Service member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the Service member's new protected BAH rate.

10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a Service 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 Service member's tour at the station concerned. It also may be authorized when a Service 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 Service 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 Service 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 Service member's current prescribed BAH rate. The Service 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 Service 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 Service member and authorized by the Service 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 Service 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 Service member by the landlord, upon receipt of information that the Service 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 Service 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 December 31, 1997 increased by the average pay raise percentage each year.

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

1. If a Service 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 Service member's adequate child support payment, the Service member is authorized only BAH-DIFF. A Service member is not authorized BAH-DIFF if the child support payment is less than the Service member's applicable pay grade BAH-DIFF amount.

2. A Service 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 Service member is not authorized BAH or OHA solely on the basis of the Service member's child support payment when the child(ren) is/are in another active duty Service 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 Service 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 Service 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 Service 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 Service member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the Service member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.

4. A Service member, married to another Service 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 Service member assigned to family type Gov't Qtrs is not authorized BAH-Partial.

5. A Service 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 Service member's eligibility.

6. A single Service member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.

7. A Service 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 Service 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 Service member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A Service member married to another Service member, if neither Service 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 Service member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A Service 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 Service member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A Service member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A Service 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 Service member's grade. This limitation does not apply to Service 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 Service member paying child support and receiving BAH-DIFF is not a Service 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 Service member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the Service member's grade is established. The following locations and rates apply.

1. San Diego

a. For existing dormitory-style unaccompanied housing, starting October 1, 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 October 1, 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 April 1, 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 Service member is in a travel or leave status between PDSs, provided the Service 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 Service member with dependents for added housing expenses resulting from separation from the dependents when a Service 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. 051205-B 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 Service 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 December 31, 2017.

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

C. Service Member Certification. Once an MHA area is approved for an increased BAH rate, a Service member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The Service 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 Service 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 Service member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the Service member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the Service 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 Service member receiving a temporary BAH rate increase:

1. Is Promoted. The Service 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 Service 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 Service 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 Service member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the Service member occupies

and from which the Service member commutes to and from work on a daily basis. If a Service 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 Service member's dependent occupies.

Note 2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a Service 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 Service member and/or a Service 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 Service member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every Service 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 Service 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 Service 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 Service 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 Service 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 Service 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 Service 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 Service member's dwelling lease amount in determining the Service 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 Service member, is prorated to a monthly charge and incorporated into the Service member's rent.

2. See par. 10022-C for a Service 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 Service member pays rent in advance and the landlord agrees to reimburse the Service member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a Service member's OHA is zero.

5. Re-compute OHA if/when the rent changes.

6. If a Service 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 Service 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 Service 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 Service 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 Service 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 Service member in the Azores who purchased a home on/after January 1, 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 Service 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 Service member (or the Service 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 Service member is authorized to receive the utility/recurring maintenance allowance.

Note: If a Service 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 Service member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the Service member and dependent, times the same percent of the purchase price divided by 120. If the Service 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 Service 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 Service member (with dependent) reported expenses of Service members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the Service 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 Service 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 Service member is a homeowner, the Service member is authorized the utility/ recurring maintenance allowance in par. 10024-A above.

2. When rent includes all utilities, a Service 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 Service 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 Service member is authorized. However, the amount to which the Service 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 Service member with appropriate points for each utility/service that is not included in the rent. The final number is the Service 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 Service member must be eligible for OHA.

2. An eligible Service member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the Service 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. Service 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. Service member moves from Gov't Qtrs to private sector housing under par. 0519.

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 Service 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 Service member's tour. It also may be authorized when a Service 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 Service 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 Service member's tour at that PDS,

whichever is less. Expenses identified by a Service 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 Service 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 Service member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Service Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the Service member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the Service member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Service 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 Service member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the Service 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 Service member by the landlord must be taken immediately upon receipt of information that the Service 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 Service member, for a period over the balance of the months remaining on the Service 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 Service 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 Service 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 Service 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 SERVICE MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

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

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A Service 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 Service 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 Service 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 Service member is entitled to OHA at the with dependents rate even if the Service 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 Civilian employee's CPO/CPAC.

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

CHAPTER 10: HOUSING ALLOWANCES

PART D: GOV'T QTRS

SERVICE MEMBERS ONLY

10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a Service member who is assigned to Gov't Qtrs appropriate to the Service member's grade, rank, or rating and adequate for the Service member and dependents, if with dependents. BAH-DIFF (par. 10008) or BAH-Partial (par. 10010) may only be authorized if the Service member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and not authorized BAH or OHA.

10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to Gov't Qtrs. The Commander responsible for the Gov't Qtrs has the authority to assign and terminate those Qtrs. The commander also determines when Qtrs are "adequate" and "suitable" for assignment based on appropriate directives. Gov't Qtrs or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a Service member at the PDS without rental charges payment. This includes Qtrs furnished a Service member without charge:

1. By an organization or institution on behalf of the U.S.

2. By a foreign government for the Service member's official use.

3. When jointly assigned to one or more Service members without dependents.

Note 1: A Service member is still considered to be assigned to Gov't Qtrs when the Service member voluntarily vacates assigned Qtrs without the installation commander's approval. A Service member in pay grade E-7 and above, without dependents, may elect not to occupy assigned Qtrs unless denied permission by the Secretary concerned (par. 10400).

Note 2: Effective April 15, 2003, a Service member married to another Service member who is stationed at the same or adjacent installations that enable both Service members to reside in Gov't family Qtrs assigned to one of the Service members, are both considered to be assigned Gov't Qtrs. However, if there is a separation agreement, pending divorce, or marital discord that requires one Service member to obtain alternative private sector housing, the Service member not occupying family Qtrs must obtain a statement from the installation housing officer that Gov't housing is not assigned to be authorized a housing allowance.

B. Qtrs Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a Service member is assigned Gov't Qtrs or begins to occupy Gov't Qtrs at the PDS.

C. Qtrs Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to Gov't Qtrs is terminated or the date that Qtrs are vacated as indicated in Tables 10A-1, 10C-1, 10E-1, and 10E-2.

10304 RENTAL QTRS AT A SERVICE ACADEMY

A Service member is authorized BAH while renting Qtrs in a hotel on the grounds of a Service Academy.

10306 GOV'T QTRS ASSIGNED OR OCCUPIED

A. Gov't Qtrs Adequacy. The Commander responsible for the Gov't Qtrs determines their adequacy and appropriateness for assignment.

B. Qtrs Not Designated as Family Type Qtrs. A Service member who is neither assigned to nor occupies Gov't Qtrs is authorized a housing allowance for dependents even though the dependents occupy Gov't Qtrs not designated as family type Qtrs. Examples of such Qtrs are:

1. Dormitory Qtrs occupied by a Service member's child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under the Dependents' Medical Care Act (P. L. 84-569, 70 Stat 250). However, a Service member is not authorized a housing allowance when a sole dependent is hospitalized in a Gov't or civilian hospital under the Dependents' Medical Care Act and the Service member is assigned to and occupies Gov't Qtrs (even though private Qtrs are maintained and occasionally occupied).

3. Off base housing, private sector housing, occupied by a Service member's civilian spouse incident to employment overseas with DoDEA as a schoolteacher.

Note: The Service member must be separated from the spouse by competent orders.

C. Qtrs Furnished on Behalf of the U.S. A Service member is not authorized a housing allowance for dependents if the Service member and dependents are furnished adequate family type Qtrs for the U.S. without rental charge. Examples of such family type Qtrs are:

1. Qtrs furnished a Service member in an official capacity by a foreign government.

2. Qtrs furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.

3. Qtrs furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. Qtrs Occupied by Dependents. A Service member furnished single type Qtrs is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished Qtrs in kind as a civilian employee at a Gov't hospital.

2. A spouse who is a sole dependent and who is furnished Gov't Qtrs while serving with the American Red Cross overseas.

3. A sole dependent who is a student nurse in training at a Gov't hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.

4. A civilian spouse who is a sole dependent and who is furnished Gov't Qtrs while assigned overseas with DODEA as a schoolteacher.

5. Dependents evacuated from a danger area, who occupy Gov't housing facilities at a safe haven. See par. 10306-G for an exception when the Service member must continue to pay for private sector housing.

6. Any dependent(s), if one or more of the Service member's dependents occupy the Qtrs with the Service member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the Service member.

E. Rental Qtrs (Other Than Inadequate Qtrs). A Service member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. See par. 10000-F for a definition of the rental charge.

1. Any housing facilities, including trailers, under the Gov't's jurisdiction other than Gov't Qtrs constructed or designated for occupancy without charge. The Service member may sublease such Qtrs to a temporary subleasee with or without charge and neither the sublessor nor a Service member subleasee loses the right to a housing allowance.

2. A hotel on the grounds of a Service Academy.

3. Qtrs furnished a Service member ICW service in a capacity other than that of a Service member.

F. Qtrs at Safe Haven Temporarily Occupied by Dependents. A Service member is authorized a housing allowance for dependents when:

1. The Service member's dependent(s) occupies Gov't provided housing at a safe haven area after emergency evacuation from private sector housing at the PDS; and

2. Due to conditions beyond the Service member's control, Service member is required to continue rent payment for the private sector housing to keep the furnishings and belongings in the private sector housing and to have housing available upon the dependents' return.

This authority continues until such time as a dependent(s) is authorized to return to Service member's PDS or the dependent(s) arrives at a designated place.

G. Lease on Private Sector Rental/Leased Housing. When a Service member makes a local move from private sector rented/leased housing to Gov't housing, a housing allowance is not payable for the remainder of the lease on the private sector housing even though the Service member is required to honor the lease.

H. Limitation on Qtrs Occupied by Service Member. When adequate Qtrs are not furnished for a Service member's dependents, the Service member may not occupy, either at the permanent or TDY station, Gov't Qtrs which exceed the minimum standards for the Service member's grade without dependents without affecting the authority for BAH or OHA unless:

1. These Qtrs are the only Qtrs available, and

2. The Qtrs are not suitable for joint occupancy; or

3. If suitable for joint occupancy, the Qtrs are jointly occupied with other Service members permanently assigned to the PDS.

Note: The above limitation does not apply to Service 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.

I. Qtrs Occupied during Special Duty Assignment. Effective April 20, 1999, a Service member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to Qtrs that exceed the minimum standards for the Service member's grade without dependents, without affecting the Service member's authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails "official or diplomatic" responsibilities involving officials of foreign governments. However, such Qtrs must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to Service members of similar grade (DOHA Claims Case No. 9804021, May 15, 1998).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the Service member's authority for BAH or OHA. The room must be used for official duties and not as living Qtrs.

10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authority. A Service member with dependents may be assigned Qtrs designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer Qtrs, visiting officer Qtrs,

guest houses, and similar type facilities, or to assigned Qtrs undergoing ordinary repairs. An order stating that Qtrs were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate Qtrs. The Service member may share the Qtrs with others or permit occupancy by others while on leave. The Service member may also sublet the Qtrs on a rental basis without loss of BAH, the amount of rent being immaterial.

C. Rental Charge for Inadequate (Substandard) Qtrs. The authority controlling the inadequate (substandard) Qtrs establishes the procedures for collecting rent from the Service member at the Qtrs' fair rental value. The rental charge for the Qtrs must be the Qtrs' fair rental value, NTE 75% of the Service member's with dependents BAH rate per 10 USC §2830. The rental charge is independent of the amount and type of BAH being paid to the Service member. See par. 10308-G for assignment of inadequate Qtrs to Service member married to Service member couples.

D. Effective Date of BAH and Rental Charge. BAH and rental charge begin on the date of the Service member's assignment to such Qtrs or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH and Rental Charge. BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate Qtrs are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days' BAH and charge 3 days' rent when inadequate Qtrs are assigned on the 28th of February. Rent is not charged for the day the assignment is terminated; however, BAH accrues for the termination day.

F. Inadequate Qtrs Re-designated Adequate. Rental charges and BAH cease on the date rehabilitated inadequate Qtrs are re-designated as adequate Gov't Qtrs. If a Service member's assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

G. Service Member Married to Service Member Couple Each Authorized BAH. When a Service member married to Service member couple jointly occupy inadequate family Qtrs on a rental basis, use Table 10C-1 to determine their respective BAH rates. The rental charge for the Qtrs must be the assigned inadequate family type Qtrs' fair rental value, but must never exceed 75% of the with dependents BAH rate which would be payable to a Service member of the same grade and rank as the Service member under whose eligibility the Qtrs are assigned. The BAH paid to the respective Service members does not affect the rent amount charged, even if a Service member is receiving BAH at the with dependents rate. BAH is collected IAW Service procedures. For inter-Service marriages, the rental charge is collected IAW the procedures of the Service furnishing the Qtrs.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 2: SERVICE MEMBER WITH DEPENDENT

SERVICE MEMBERS ONLY

10402 SERVICE MEMBER WITH DEPENDENT

A. When Authorized BAH or OHA. Except for a Service member paying child support and assigned to Gov't Qtrs a Service member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a Service member with dependent when:

1. Adequate Gov't Qtrs are not furnished for the Service member and dependent without a rental charge payment.

2. Adequate Gov't Qtrs are not furnished for the Service member's dependent, or all of the Service member's dependents are prevented by competent authority from occupying such Qtrs, even though Qtrs are assigned for the Service member's occupancy. This does not apply to the provisions of par. 10122.

3. A dependent is not en route or does not accompany the Service member to the PDS, or the vicinity thereof, so as to preclude assignment of family Qtrs. Under such circumstances, the mere availability of Qtrs which could have been assigned does not negate the right of a Service member to the BAH or OHA for a dependent. See Tables 10E-6, 10E-12, 10E-13, and 10E-14 for the location to be used in determining the Service member's BAH or OHA authorization.

4. Effective February2, 2005, a single or divorced Service member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. 10402-A are met. The divorce decree must be specific on the time period(s) the Service member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the Service member would have the custody of the child(ren) if not serving on the unaccompanied tour. The Service member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the Service member, to be authorized BAH or OHA at the with-dependent rate.

NOTE: A Service member, who is a Service member with dependent for housing purposes solely because the Service member is paying child support, is not authorized a housing allowance other than BAH-Diff if the Service member is assigned Gov't Qtrs; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied Gov't Qtrs.

B. Location Rate. Ordinarily a housing allowance is paid based on the Service member's PDS, or the home port for a Service member assigned to a ship or afloat unit. However, the Service may determine that a Service member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the Service member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a Service member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the Service member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the Service member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A Service member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. 10416. If a Service member is reassigned under the conditions of a low-cost or no-

cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

a. Requested by the Service member, and

b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the Service member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective July 1, 2001, BAH or OHA is based on the old PDS in a situation in which the Service member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the Service member's old PDS. See Table 10E-6, rules 1 and 2.

b. If the dependent of a Service member, assigned to an unaccompanied tour, moves to a designated place, the Service member is authorized BAH/OHA based on the dependent's location. Payment based on the old PDS is not authorized.

3. Service member Assigned to Duty Aboard a Ship or Other Afloat Unit. A Service member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the Service member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the Service member is being quartered in kind aboard ship or with the Service member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a Service member:

a. Is currently assigned to a ship or other afloat unit with an announced home port change, or

b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and

c. The dependent is authorized travel to the new home port.

5. Examples of Location Rate Changes Routinely Authorized/Approved: The Service member is:

a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;

b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;

c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;

e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. 0519. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;

f. Assigned to ITDY, or TDY pending further orders; or

g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration of one year or less.

6. Other Circumstances. The Secretary concerned may determine that circumstances, not listed in pars. 10402-B5a through 10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent's location or the old PDS. The Secretary concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

7. Multiple Dependent Locations. In instances of multiple dependent locations, the Service member must designate the dependents' primary residence. The housing allowance rate is based on this primary residence.

C. During Leave, Travel Status, Separation, and Other Situations. See Table 10E-2 and par. 10416.

Table 10E-2: BAH or OHA, Service member with Dependents Entitled to Basic Pay			
RULE	If Service member is	and is authorized BAH or OHA at the PDS	then BAH or OHA authorization
1	in a duty status or on authorized leave status not incident to PCS (includes accrued, advanced, or convalescent leave) [1]	Yes	continues.
2		No	does not exist.
3	on excess leave	Yes	does not exist.
4	in a duty, travel or leave status incident to PCS (includes TDY en route) [1,2]		exists unless permanent Gov't Qtrs are assigned or occupied. See par. 10416 to determine rate.
5	on TDY, not incident to PCS [1, 2]	yes	continues as long as the PDS remains unchanged, except as restricted by par. 10306-I.
6		no	does not exist.
7	AWOL, not excused as unavoidable		does not exist.
8	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	yes	continues.
9		no	does not exist. However, if Qtrs assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
10	home on PCS awaiting further orders ICW physical evaluation board proceedings		continues until the Service member's retirement or discharge.

[1] The phrase, "incident to PCS," refers to whether or not the Service member is en route to a new PDS under a PCS authorization/order.

[2] Includes such status under a permissive travel authorization.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 3: ACQUIRED DEPENDENTS

SERVICE MEMBERS ONLY

10404 ACQUIRED DEPENDENTS

A. General Rules

1. When a Service member acquires a dependent (marriage, birth, adoption, etc.), a with-dependent housing allowance is authorized based on the:

a. CONUS PDS to which the Service member is assigned. A Service member assigned at a CONUS PDS may request through the Secretarial Process, a housing allowance based on the dependent's residence location.

b. Dependent's location if the Service member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS. If the dependent does reside at or near the OCONUS PDS, the housing allowance is based on the OCONUS PDS.

2. FSH Eligibility. Effective the date the dependent is acquired:

a. If the dependent does reside in the OCONUS PDS vicinity, then an FSH is not authorized and the Service member is only authorized the with-dependent housing allowance based on the OCONUS PDS.

b. If single-type Gov't Qtrs are not available for a Service member assigned to an OCONUS PDS, and the dependent does not reside in the PDS vicinity, then FSH is also authorized.

c. If a Service member assigned to an OCONUS PDS is residing in private sector quarters, and single-type Gov't Qtrs are available at the Service member's OCONUS PDS, FSH is not authorized.

d. Dependents may visit the Service member at an OCONUS PDS without changes to allowances. However, when the visit exceeds 90 consecutive days, it is no longer a visit but a change of the dependents' permanent residence. The with-dependent allowance is changed to be based on the PDS location and FSH, if being paid, stops. If dependents subsequently depart the PDS area after with-dependent allowances are changed and FSH stopped, the with-dependent allowance and FSH previously authorized are reinstated as of the dependent's departure date.

e. FSH is not authorized for a Service member assigned to a CONUS PDS unless the Service member is assigned to a PDS to which dependent travel is delayed or restricted. Par. 051205.

B. Decision Logic Table

Table 10E-3: CHANGES WHEN A SERVICE MEMBER ACQUIRES DEPENDENTS					
RULE	Service member Assigned	Dependents Located	Dependents Located At/Near the PDS	Gov't Qtrs Available for the Service member	Then
1	Outside CONUS	In CONUS, Alaska, or Hawaii (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
2				No	Stop BAH at the without-dependent rate as of the day before acquired. Start BAH at the with-dependent rate based on the PDS as of the date acquired
3			No	Yes	Start BAH at the with-dependent rate based on the dependent's location as of the date acquired
4				No	Stop the w/o dep allowance as of the day before acquired. Start BAH at the with-dependent rate based on the dependent's location as of the date acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired
5		Outside CONUS, Alaska or Hawaii (OHA Area)	Yes	Yes	Start OHA based on the PDS as of the date acquired
6				No	Start OHA at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired
7			No	Yes	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired
8				No	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired. Stop the without-dependent allowance as of the day before acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired
9	In CONUS	In CONUS, Alaska, or Hawaii (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
10				No	Stop BAH at the without-dependent rate as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired
11			No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
12				No	Stop the without-dependent allowance as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
13	In CONUS	Outside CONUS, Alaska or Hawaii (OHA Area)	Yes	Yes	Start BAH based on the PDS as of the date acquired
14				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired
15			No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
16				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired. [1] Stop the without-dependent allowance as of the day before acquired

[1] In unusual circumstances, the Service member may request BAH/OHA be based on the dependent location through the Secretarial Process.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 4: THE GOVERNMENT DEFERS DEPENDENT TRAVEL

SERVICE MEMBERS ONLY

10406 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General Rules

1. When the Gov't defers dependents' travel at Gov't expense to a Service member's new CONUS/OCONUS PDS pending housing availability, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the dependent location rate if the dependents relocated there at Gov't expense. In a case in which the Secretarial Process previously authorized a housing allowance based on the dependent location, that rate continues.

2. FSH-O/FSH-B for the Service member's location starts when the Service member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the Service member's PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, the Service member is only authorized a with-dependents allowance at the PDS location with-dependent rate. A housing allowance is not authorized for the dependent location.

4. Table 10E-5 applies when an area within CONUS has been declared a concurrent dependent travel application area. See par. 051205.

B. Decision Logic Tables

Table 10E-4: Changes when Gov't Defers Dependents' Travel to an OCONUS Duty Station

RULE	Expected Travel Delay	Deps Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	More Than 60 Days But Less Than 20 Weeks	No	Yes	Upon the Service member's departure, continue with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (BAH in Alaska/Hawaii) with-dependents rate as of dependents' arrival date.
2			No	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.
3	20 or More Weeks	No	Yes	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival

Table 10E-4: Changes when Gov't Defers Dependents' Travel to an OCONUS Duty Station				
RULE	Expected Travel Delay	Deps Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
				Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (or BAH in Alaska or Hawaii) at the with-dependents rate as of dependents' arrival date at the Service member's PDS.
4			No	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin Change the w/dep allowance from based on the old PDS to based on the new PDS as of day 61.
5		Yes	Yes	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival Stop the with-dependents allowance based on dependents location on day before dependent arrival at the Service member's PDS. Start OHA (or BAH in Alaska or Hawaii) at the with-dependents rate for the Service member's PDS on the dependents' arrival date at the Service member's PDS.
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.

Table 10E-5: CHANGES WHEN Gov't DEFERS DEPENDENTS' TRAVEL TO A CONUS DUTY STATION				
RULE	Expected Travel Delay	Dependents Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	Yes	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival Stop with-dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents' arrival date at the Service member's PDS.
2			No	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61.
3	The Old PDS is in the United States and Expected	No	Yes	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival. Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents' arrival date at

Table 10E-5: CHANGES WHEN Gov't DEFERS DEPENDENTS' TRAVEL TO A CONUS DUTY STATION				
RULE	Expected Travel Delay	Dependents Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
	Delay is 20 or More Weeks Or the Old PDS is Outside the United States			the Service member's PDS
4			No	Upon Service member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of date private sector housing is acquired at the PDS Stop FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61.
5		Yes	Yes	Change with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start /FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival. Stop with-dependents allowance based on dependents location on the day before dependent arrival at the Service member's PDS. Start BAH at the with-dependents rate for the Service member's PDS on the dependents' arrival date at the Service member's PDS.
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from being based on the dependents' location to being based on the new PDS as of day 61.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 5: SERVICE MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

SERVICE MEMBERS ONLY

10408 SERVICE MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

A. General Rules

1. A Service member with a dependent who serves an unaccompanied/dependent restricted tour (see DoDI 1315.18) OCONUS or unusually arduous sea duty outside the U.S. is authorized a dependent's location-based with-dependent housing allowance, or an old PDS-based with-dependent housing allowance if the dependent remained in the residence shared with the Service member before PCS, did not relocate, and is not in Gov't Qtrs. See Table 10E-6 for specific situation-based rate information.

2. If single-type Gov't Qtrs are not available for assignment to the Service member at the OCONUS PDS, and the dependent does not reside at or near the PDS, then FSH-O/FSH-B is also authorized. A Service member assigned to unusually arduous sea duty is not authorized FSH since Gov't Qtrs are available for assignment.

3. A dependent may visit the Service member at the PDS for up to 90 consecutive days without affecting the with-dependent allowance or FSH. If the visit exceeds 90 days, the dependent is residing at the PDS and the dependent-location housing allowance and FSH stop. In this event, the Service member is authorized a PDS-based with-dependent allowance.

4. If the dependent subsequently departs the PDS after day 90 to establish a residence elsewhere, FSH, if otherwise payable, and the with-dependent allowance previously authorized are reinstated as of the departure day.

5. When a Service member serves an unaccompanied/dependent restricted tour at the first (i.e., the initial PDS when coming on active duty) PDS, payment of a with-dependent housing allowance is based on one of the locations described in par. 050814, 050903 or 050907 if the dependent has been authorized/approved to reside at one of the locations described in those paragraphs.

6. A Service member transferred between unaccompanied/dependent restricted tours, whose dependent does not move, continues to be authorized a with-dependent rate based on the dependent's location.

7. A Service member transferred between unaccompanied/dependent restricted tours whose dependent moves from the Service member's prior PDS (PDS before the Service member was assigned on the first unaccompanied/dependent restricted tour) to a designated place, or from a designated place to another designated place if the move is authorized/ approved under par. 050809, is authorized a with-dependent rate based on the dependent's new location.

8. If the dependent relocates from a designated place at personal expense to any other OHA location that is not in the vicinity of the Service member's PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. Stop the with-dependent allowance based on the designated place from which the dependent departed effective the day before dependent departed that location if an OHA area or the day before the dependent arrive at the new location if departing a BAH area.

9. When a Service member serves an unaccompanied/dependent restricted tour or is assigned to unusually arduous sea duty, the housing allowance for the dependent's location may be authorized/approved to be effective on the date of the lease.

10. If the dependent relocates at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the Service member's PDS, continue BAH based on the previously authorized location (either old PDS or dependent location before the move). If the dependent relocates from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependent's arrival date and stop the OHA the day prior to dependent's departure.

NOTE: If all of a Service member's dependents arrive at a Service member's OCONUS PDS and stay beyond 90 days, the Service member is not authorized OHA simply because the dependents are present. To be paid OHA the Service member must provide the required documentation (a completed and approved OHA report (DD Form 2367)) for private sector leased/owned housing. For BAH, see Table 10E-3.

B. Decision Logic Tables

Table 10E-6: Service member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour

Rule	If a Service member	and	then [1]
1	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence in the U.S.	If the dependent remains at the Service member's old PDS, continue to pay old PDS-based BAH.
			If the dependent is at a U.S. location other than the old PDS and the Service member is receiving BAH based on a Secretarial waiver, continue the BAH previously being paid.
			If the dependent is at a U.S. location other than the old PDS and other than a location for which the Service member had a Secretarial waiver, stop old PDS-based BAH the day before the Service member's departure. Pay BAH Transit starting on the Service member's departure day until the day prior to the Service member's report day at the new PDS. Start BAH based on the dependent's location the day the Service member arrives at the new PDS.
2	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence outside the U.S.	If the dependent remains at the Service member's old PDS, continue to pay old PDS-based OHA.
			If the dependent is at an OCONUS location other than the old PDS and the Service member is receiving OHA based on a Secretarial waiver, continue the OHA previously paid.
			If the dependent is at an OCONUS location other than the old PDS and other than a location for which the Service member had a Secretarial waiver, stop OHA the day before the Service member's departure. Pay BAH Transit starting on the Service member's departure day until the day prior to the Service member's report day at the new PDS. Start OHA based on the dependent's location the day the Service member arrives at the new PDS.
3	is assigned to an unaccompanied/ dependent restricted tour at	the dependent relocates the permanent residence from	If the dependent travels with the Service member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location and stop BAH Transit the day before the dependent's arrival day.

Table 10E-6: Service member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a Service member	and	then [1]
	an OCONUS PDS or unusually arduous sea duty outside the U.S.	the U.S. to another location in the U.S. at Gov't expense	If the dependent travels after the Service member, stop old PDS-based BAH the day prior to the Service member's departure. Start BAH Transit on the Service member's departure day and pay it through the day prior to the Service member's report day at the new PDS. Start the Service member's old PDS BAH rate the day the Service member reports to the new PDS and continue it until the day prior to the dependents' arrival at the new residence location. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.
4	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at Gov't expense from Outside the U.S. to the U.S.	If the dependent travels in advance of the Service member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location. Old PDS-based OHA or BAH Transit continues through the day before the dependent's arrival day.
			If the dependent travels with the Service member, stop OHA the day prior to Service member's departure. Start BAH Transit the day the Service member departs the old PDS through the day prior to the dependent's arrival at the new location. Start dependent's location-based BAH the day one or more dependents arrive at the new residence location.
			If the dependent travels after the Service member, stop old PDS-based OHA the day prior to the Service member's departure. Start BAH Transit on the Service member's departure day and continue it through the day prior to the Service member's report day at the new PDS. Start old PDS-based OHA the day the Service member reports to the new PDS and continue it until the day prior to the dependent's departure. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.
5	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at Gov't expense from outside the U.S. to another location outside the U.S.	If the dependent travels in advance of the Service member, start the dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence. Old PDS-based OHA or BAH Transit continues through the day before the day dependent's location OHA begins.
			If the dependent travels with the Service member, stop Service member's old PDS-based OHA the day prior to the Service member's departure. Start BAH Transit the day the Service member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location OHA begins.
			If the dependent travels after the Service member, stop old PDS-based OHA the day prior to the Service member's departure. Start BAH Transit on the Service member's departure day and continue it through the day prior to the Service member's report day at the new PDS. Start old PDS-based OHA the day the Service member reports to the new PDS and continue it until the day prior to dependent's departure. Start OHA based on the dependent's location on the day the dependent starts incurring permanent lodging costs at the new residence location.

Table 10E-6: Service member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a Service member	and	then [1]
6	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at Gov't expense from the U.S. to a location outside the U.S.	If the dependent travels in advance of the Service member, start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location. Old PDS-based BAH or BAH Transit continues through the day before the day dependent's location OHA begins.
			If the dependent travels with the Service member, stop old PDS-based BAH the day prior to Service member's departure. Start BAH Transit the day the Service member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location-based OHA begins.
			If the dependent travels after the Service member, stop old PDS-based BAH the day prior to the Service member's departure. Start BAH Transit on the Service member's departure day and continue it through the day prior to the Service member's report day at the new PDS. Start old PDS-based BAH the day the Service member reports to the new PDS. Start dependent's location-based OHA on the day the dependent starts incurring permanent lodging costs at the new residence location and stop the old PDS BAH rate the day before the day dependent's location-based OHA begins.
7	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the residence at personal expense while the Service member is serving an unaccompanied or dependent restricted tour	Pay the rate for the location in rules 1 or 2 through the day before one or more dependents arrive at the new permanent residence location if the dependent moves to an OHA area. OHA authority at the rate applicable to the new permanent residence location begins on the day one or more dependents arrive at that location.
			If the dependent relocates between BAH locations, continue BAH based on the rate for the previously authorized location (either old PDS or dependent location) before the move).
			If the dependent relocates from a designated place outside the U.S. (OHA area) to a U.S. location, discontinue previously authorized location-based OHA the day prior to the dependent's departure. Start new permanent residence location-based BAH on the day one or more dependents arrive at that location.
8	is assigned to an unaccompanied/ dependent restricted tour at a PDS outside CONUS and the Service member is required to perform TDY anywhere in the world, incident to a transfer to another unaccompanied or dependent restricted tour	the dependent continues to reside at the same location	Continue to pay the dependent's permanent residence location-based housing allowance.

Table 10E-6: Service member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a Service member	and	then [1]
9	is assigned to an unaccompanied or dependent restricted tour at an OCONUS PDS and the Service member is required to perform a TDY incident to a transfer to the U. S.	the dependent continues to reside at the same location	Continue to pay a dependent's permanent residence location-based housing allowance through the day before the day the Service member reports to the new PDS. BAH or OHA authority at the new PDS-based rate begins on the day the Service member reports at that PDS.
10	is assigned to unusually arduous sea duty in the U.S.	the dependent is not residing with the Service member at the unit's U.S. home port	Pay BAH at the unit's U.S. home port-based rate unless the Service member requests through the Secretarial waiver process BAH/OHA at the old PDS-based rate (if the dependent remained in the residence shared with the Service member before PCS) or dependent's location.

[1] A housing allowance must not be paid if a Service member is assigned adequate family-type Gov't Qtrs at the PDS. Do not start the housing allowance until the Service member terminates the family-type Gov't Qtrs assignment.

Table 10E-7: Changes when a Service member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit				
RULE	Service member on an Unaccompanied/Dependent Restricted Assignment	Gov't Qtrs Available	Dependents Visit for More Than 90 Days	Then
1	In Alaska or Hawaii (BAH Area)	Yes	No	No Action Required.
2			Yes	Stop the with-dependent allowance based on dependent location on day 90. Start with-dependent PDS-based allowance on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance as of the departure day.
3		No	No	Start PDS-based FSH as of the date private sector housing is acquired at the PDS.
4			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-B on day 90. Start with-dependent PDS-based BAH on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance and FSH-B as of the departure day.

Table 10E-7: Changes when a Service member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit				
RULE	Service member on an Unaccompanied/Dependent Restricted Assignment	Gov't Qtrs Available	Dependents Visit for More Than 90 Days	Then
5	Outside U.S., (OHA Area)	Yes	No	No Action Required.
6			Yes	Stop the dependent location-based with-dependent allowance on day 90. Start PDS-based with-dependent OHA on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the location-based with-dependent allowance as of the departure day.
7		No	No	Start PDS-based FSH-O on the date private sector housing is acquired.
8			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-O on day 90. Start PDS-based with-dependent OHA as of day 90. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate dependent location-based with-dependent allowance and FSH-O as of the departure day.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

SERVICE 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 Service 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 Service member, with dependents, for added housing expenses resulting from separation from the dependents when a Service 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 Service 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 Service member's grade and PDS. FSH-O is payable in a monthly amount up to the without dependent OHA rate applicable to the Service 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 Service 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 Service 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 Service member may not be paid FSH-O/FSH-B when the:

1. Service member's only dependent is entitled to active duty basic pay;

2. Service member has no dependents other than a dependent for whom the Service member is paying child support but of
whom the Service member does not have legal custody and control. This situation is fundamentally different from a Service member who has a spouse and/or children. The Service 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 Service 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 Service member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;

3. Service member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or

4. Service 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 Service member's dependents visit at or near the Service 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 Service member is authorized a with dependent housing allowance on behalf of the dependents who are not visiting the Service member or do not reside in the Service member's PDS vicinity, then the Service 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 Service 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 Service member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the Service 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. 051205.

G. Decision Logic Table

Table 10E-11: Conditions Affecting FSH Authority		
RULE	**When an eligible Service 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 Service member departs PCS or the day the Service member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date Service 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 Service member enters non-pay status
6	Is on TDY away from Service member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from Service 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 Service member's certification that the Service member maintained private sector housing at the PDS.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: SERVICE MEMBER IN TRANSIT

SERVICE MEMBERS ONLY

10416 SERVICE MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a Service member is in a travel or leave status between PDSs, provided the Service member is not assigned Gov't Qtrs while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. If the Service member performs TDY en route at:

1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.

2. A location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit. Per diem stops IAW par. 051203. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A Service member's old PDS is the PDS for BAH purposes from the day the Service member departs the old PDS through the day before the Service member reports to the new PDS in compliance with a PCS order (if the Service member had been residing in Gov't Qtrs at the old PDS, the Service member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a Service member's old PDS is outside the U.S., the Service member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the Service member departs OHA is no longer authorized and the Service member is authorized BAH-T if the Service member is not receiving a with-dependent housing allowance for dependents residing separately. If the Service member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the Service member arrives at the new PDS. If the Service member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A Service member in the accession pipeline includes a:

a. Service member who is undergoing initial entry training, to include an RC Service member;

b. Student (includes ROTC and OCS) without prior Military Service; see NOTE below.

c. Service academy graduate upon graduation, until arrival at the first PDS. See NOTE below.

The Service member remains in the accession pipeline until:

a. the Service member arrives at a PDS, including a training location of 20 or more weeks; or

b. an RC Service member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Service member without a Dependent. A Service member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC Service member without a dependent. A Service member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since

Gov't Qtrs are assigned at the PDS. Effective February 1, 2008, an RC Service member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the Service member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Service member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A Service member's old PDS is the PDS for BAH purposes from the day the Service member departs the old PDS through the separation or retirement date (if the Service member had been residing in Gov't Qtrs at the old PDS, the Service member is authorized BAH on Gov't Qtrs termination date provided the Service member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A Service member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the Service member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the Service member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the Service member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a Service member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the Service member is eligible for a housing allowance based on the residence location. OHA starts on the day the Service member obtains private sector housing and stops on the date of separation/retirement. However, if the Service member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the Service member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A Service member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the Service member departs, OHA is no longer authorized and the Service member is authorized the BAH rate for the retirement/ separation processing location if the Service member is not receiving a with-dependent housing allowance for dependents residing separately. If the Service member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the Service member separates or retires. NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing

stations for NOAA.

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A Service member retiring/ separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the Service member departs, OHA is no longer authorized and the Service member is authorized the BAH rate for the leave address provided as part of the final processing if the Service member is not receiving a with-dependent housing allowance for dependents residing separately. If the Service member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the Service member separates or retires.

F. Decision Logic Table

Table 10E-12: Service member in Transit			
Rule	If the Service member	and	then [1,2,3]
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the Service member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the Service member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the Service member departs an OHA area through the day before the day the Service member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the Service member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the Service member terminates Gov't Qtrs and the new PDS rate the day the Service member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the Service member departs the old PDS through the day before the Service member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the Service member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the Service member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the Service member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the Service member reports to the first PDS.
6		the Service member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the Service member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the Service member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training	the Service member has no dependent	Start the Transit rate when the Service member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the Service member reports to the new PDS (including a training location for 20 or more weeks). For an RC

Table 10E-12: Service member in Transit			
Rule	If the Service member	and	then [1,2,3]
	location, between training locations and to the first PDS		Service member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the Service member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the Service member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the Service member reports to the new PDS. The first PDS BAH or OHA rate begins the day the Service member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the Service member reports to the new PDS. The first PDS rate begins the day the Service member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the Service member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the Service member departs the PDS through the date of separation or day before effective date of retirement. If the Service member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the Service member departs the PDS through the date of separation or day before effective date of retirement. If the Service member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the Service member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and Service member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the Service member stops paying rent or when the Service member departs the PDS area and start OHA based on the OCONUS location the Service member moves to establish a residence on the day the Service member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the Service member is being paid a dependent location-based OHA, continue that

Table 10E-12: Service member in Transit			
Rule	If the Service member	and	then [1,2,3]
			OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the Service member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the Service member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a Service member authorized BAH) hospital location-based BAH.

[1] The Service member is not authorized BAH/OHA if assigned Gov't Qtrs adequate for the Service member (and dependent(s) if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.

[2] If the Service member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the Service member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

[3] Payment of OHA requires a lease agreement or a verifiable purchase price.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 13: RESERVE COMPONENTS

SERVICE MEMBERS ONLY

10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. 10428-B or for an AGR member as provided in par. 10428-C. A Service member called/ordered to active duty for more than 30 days, except a Service member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. Do not add periods of active duty previously served to obtain the more than 30-day requirement (Table 10E-16 and par. 10428-E). See par. 10416-D for the rate for a Service member in accession pipeline travel.

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the Service member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ ordered to active duty except for an AGR as prescribed in par. 10428-C.

Effective April 3, 2013
C. AGR. An AGR member's BAH/OHA is based on the PDS, even when the Service member is mobilized for active duty other than AGR duty provided the Service member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the Service member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the Service member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before April 3, 2013 receiving BAH/OHA based on primary residence continues to receive that rate until the Service member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective April 3, 2013 for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to April 3, 2013 if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. 10428-B or 10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to Gov't Qtrs, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a Service member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate

1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ ordered to active duty for more than 30 days, except a Service member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the Service member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the Service member reports at that location. A Service member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a Service member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the Service member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. 032201), the Service member continues to receive BAH/OHA based on the Service member's primary residence (at the time called/ordered to active duty) except IAW par. 10428-E1e.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the Service member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the Service member reports at that location. A Service member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a Service member already on active duty.

d. HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

(1) At one or more locations outside the local commuting distance of the Service member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

(2) At a location other than the Service member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. 030302-B2c, or

(3) At a location to which the Service member commutes from the Service member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part A5, continues to receive primary residence-based BAH/OHA except as provided in par. 10428-E1e.

e. Member Without Dependents OCONUS. An RC member without dependents or who has no dependents other than for whom the Service member is paying child support and that member is not authorized FSH IAW par. 10414:

(1) authorized PCS allowances to an OCONUS location, and

(2) not authorized PCS HHG transportation due to a prospective period of less than 12 months (par.051305), and

(3) Gov't Qtrs are not available at the PDS

receives BAH/OHA based on the primary residence. If Gov't Qtrs are available for assignment to the Service member at the PDS, the Service member receives only primary residence-based BAH/OHA. However, the Service may determine that it is inequitable to pay a housing allowance based on the primary residence. The Secretarial Process may authorize/approve a housing allowance based on the PDS.

HHG transportation under a TDY order IAW par. 020501, does not affect this housing allowance authority. See par. 10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A Service member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the Service member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the Service member reports to the PDS.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. 10004 provided the Service member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

Table 10E-16: Reserve Component Member

RULE	If member is [1,2]	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then [3]
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the Service member reports to PDS. [4]
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS. [4]
5		No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day. [5]
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.

Table 10E-16: Reserve Component Member				
RULE	If member is [1,2]	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then [3]
7	Called/Ordered to Active Duty for 30 or fewer Days	No	No	Start BAH-RC beginning on first active duty day.
8		No	Yes	Start primary residence-based BAH/OHA at time called/ ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, author incapacitation pay [6] (including BAH/OHA) under DoDD 1241.01)			Start primary residence-based BAH/OHA beginning on the date the Service member becomes entitled to incapacitation pay. [7]
10	AGR member mobilized for active duty without a break in service	No	Yes or No	Continue BAH/OHA based on AGR PDS.
11	AGR member mobilized for active duty without a break in service	Yes	Yes or No	Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.

[1] A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.

[2] If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.

[3] A lease agreement or verifiable purchase price is required before OHA payment.

[4] OHA/BAH is not authorized for a Service member assigned adequate (to member's grade and dependency status) Gov't Qtrs at the PDS.

[5] An RC member without dependents authorized PCS allowances to an OCONUS location, but not authorized HHG transportation, and Gov't Qtrs are not available, receives BAH/OHA based on the primary residence rate, unless the Secretarial Process authorizes/approves the PDS rate, IAW par. 10428-E1e.

[6] The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:

a. Active duty;
b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

[7] BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary concerned or the Secretary's designated representative extends incapacitation pay. 37 USC §204(g) and (h), DoDD 1241.01 and DoDI 1241.2 for offsets.

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 Service 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 Service member of a RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a Service 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 Civilian employee received the OCONUS assignment. This is the residence listed in the service agreement signed by the Civilian employee prior to departure to an OCONUS PDS. The Civilian employee is authorized return travel and transportation expenses to the actual residence. GSBCA 16265-RELO, December 19, 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 Service 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 Service 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 Service member, Civilian employee, or other person who, IAW an order/ITA, accompanies a Service member/Civilian 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 Service member/ Civilian 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 a Civilian employee, that part of a Service 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 a Civilian 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 Service member at an OCONUS location at which an "accompanied by dependents" tour is authorized, the Service member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the Service member's PDS.

2. The Service 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 Service 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 Service 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. See 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 Service 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 see the DTOD website.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. Also see the Defense Almanac and/or the DoD website.

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

DEPENDENT (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 Service member's spouse;

2. A Service 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 Service member's unmarried stepchild under age 21. This includes a Service member's spouse's illegitimate child. A stepchild is excluded as a dependent after the Service member's divorce from the stepchild's parent by blood. See B-177061 November 4, 1974;

4. A Service member's unmarried adopted child under age 21. This includes a child placed in the Service member's home by a placement agency for the purpose of adoption.;

5. A Service member's unmarried illegitimate child under age 21 if the Service member's parentage of the child is established IAW Service regulations;

6. A Service 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 Service member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;

7. A Service member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the Service member for over one half of his/her support. This includes a Service member's child by blood, a stepchild, an adopted child, a child placed in the Service member's home by a placement agency for the purpose of adoption, and an illegitimate child if the Service member's parentage of the child is established IAW Service regulations.;

8. For transportation authorized in par. 050803:

a. A Service member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the Service 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 Service member's dependent, while the Service 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 Service member's assignment there and ceases to be the Service member's dependent while the Service member is serving at an OCONUS PDS;

9. A Service 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 Service member at any time for a continuous period of at least 5 years before the Service member became age 21 who:

a. Is dependent on the Service 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 Service member entered active duty and the parent's dependency on the Service 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 Service member when such dependents or former dependents are located OCONUS, even though the marital relationship with the Service member was terminated by divorce/annulment before the Service member was eligible for return transportation. See par. 050805.;

11. For a dependency determination made on or after July 1, 1994, an unmarried person who:

a. Is placed in the Service 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 Service member/former Service member under (1) or (2), and

b. Is dependent on the Service member for over one half of his/her support, as prescribed in regulations of the Secretary concerned; and

c. Resides with the Service 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 Service member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a Service member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".

2. "Issues of marital status are determined by state law", James H. Perdue, GSBCA 14122-RELO, March 16,

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, March 16, 1998 and GSBCA 15207-RELO, May 19, 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, October 23, 1995; B-247541, June 19, 1992; B-212900, November 15, 1983; B-191316, September 27, 1978; B-191316, April 6, 1978; B-186179, June 30, 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, June 30, 1976; B-191316, September 27, 1978.

C. Service Member Married to Service Member

1. A Service member's spouse, who also is a Service 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 Service member authorized in par. 032002-A.

2. A child a dependent of either the mother or the father who are Service members on active duty. Only 1 Service member may receive allowances on the child's behalf.

3. A Service member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See 37 USC §421 and 37 USC §204.

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.

E. Pertinent GSBCA Decisions. GSBCA 15947-RELO, March 31, 2003; GSBCA 15382-RELO, December20, 2000; GSBCA 15207-RELO, May 19, 2000; GSBCA 14673-RELO, December 9, 1998; and GSBCA 14122-RELO, March 16, 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 a Civilian employee's household at the time the Civilian 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 Civilian employee, of the Civilian employee's spouse, or of the Civilian 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 Civilian employee, of the Civilian employee's spouse, or of the Civilian employee's domestic partner. See Footnote 2 below.

e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the Civilian employee, of the Civilian employee's spouse, or of the Civilian 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 Civilian employee/ employee's spouse.

f. A child born and moved after the Civilian 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 a Civilian 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, March 16, 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, March 16, 1998 and GSBCA 15207-RELO, May 19, 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, October 23, 1995; B-247541, June 19, 1992; B-212900, November 15, 1983; B-191316, September 27, 1978; B-191316, April 6, 1978; and B-186179, June 30, 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, June 30, 1976 and B-191316, September 27, 1978.

5. Once the Civilian employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate Agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law. PDTATAC does not adjudicate these cases.

C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 5565-A3 for transportation eligibility.

D. Emergency Leave Travel. See par. 040201.

E. Pertinent GSBCA Decisions. GSBCA 15947-RELO, March 31, 2003; GSBCA 15382-RELO, December 20, 2000; GSBCA 15207-RELO, May 19, 2000; GSBCA 14673-RELO, December 9, 1998; and GSBCA 14122-RELO, March 16, 1998

Footnotes

1. a Civilian employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a Service member on active duty with a DoD Service in Iraq. The Service member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the Service member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the Service member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the Civilian employee's immediate family members and the Civilian employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf. See GSBCA 16337-RELO, April 19, 2004.

2. Generally, individuals are the Civilian employee's dependents if they receive at least 51% of their support from the Civilian 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 Civilian employee's household and, in addition to their own income, receive support (less than 51%) from the Civilian 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 Service 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 pars. 050814, 050903 or 050907, when a Service 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 Service 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. 050809, 050814, 050903, or 050907;

d. The OCONUS place in the old PDS vicinity at which dependents remain under par. 050809, while a Service 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. 050804 or 050805, 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 Service 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 Civilian employee.

DESTINATION RATE (Civilian employees only). The per diem rate applicable to the next location at which a Civilian employee is to perform TDY or at which a Civilian 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:

a. Unable to perform a major life activity that the average person can perform; or

b. Significantly restricted as to the condition, manner, or duration under which the traveler can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. "Has a record of such an impairment" means the traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The traveler has:

a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;

b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a Gov't Dining Facility minus the operating cost. See Government Meal Rate for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

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

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

1. Are each other's sole domestic partner and intend to remain so indefinitely;

2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);

3. Are at least 18 years of age and mentally competent to consent to contract;

4. Share responsibility for a significant measure of each other's financial obligations. This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.;

5. Are not married or joined in a civil union to anyone else;

6. Are not a domestic partner of anyone else;

7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;

8. Are willing to certify, if required by the Agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 USC §1001, and that the method for securing such certification, if required, must be determined by the Agency;

9. Are willing promptly to disclose, if required by the Agency, any dissolution or material change in the status of the domestic partnership; and

10. Certify that they would marry but for the failure of their State or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

DUTY STATION

A. Service Members Only**.** For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a Service 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 Service member is assigned for duty, including a place the Service member commutes daily to an assigned station or, for a Service member on sea duty, the home port of the ship/mobile unit the Service 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 Service 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 a Civilian employee is assigned for duty, including a place from which the Civilian employee commutes daily to an assigned station.

EARLY RETURN OF DEPENDENT (Service members only). Authorized dependent movement from an OCONUS location, requested by the Service member or directed by the Service 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 Service 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 Service member is required to begin travel from the old PDS, the Service 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 a Civilian 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 a Civilian employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian employees only). The date a Civilian employee or new appointee reports for duty at a new or first PDS (B-210953, April 22, 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 Service 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 Service member, Civilian employee, or other person who, IAW an order/ITA, accompanies the Service member/employee between authorized locations, when the Service member/employee:

   a. Travel is authorized by competent authority, and

   b. Is incapable of traveling alone, and

2. May be appointed by the Service member's/Civilian 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 Civilian 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 Civilian 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 Civilian employee/spouse/domestic partner, when such parent is at least 51% dependent on the Civilian employee for support (App A - dependent/ immediate family);

3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the Civilian employee/spouse/ domestic partner, when such sibling is at least 51% dependent on the Civilian 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 Civilian 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 Service 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 Service member, or used by the Civilian 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 Service 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 Service members, under the Secretary's jurisdiction, performing duty on official travel to include, in the following prioritization: Gov't lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging , (e.g., Privatized Army Lodging); and Gov't preferred lodging (i.e., DoD Preferred Lodging).

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a Government Dining Facility/Mess minus the operating cost.

2. $10.50/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a Government Dining Facility/Mess including the operating cost.

2. $13.90/day.

C. Effective Date(s). The discount and standard Government meal rates above are effective from 1 January 2018 to 31 December 2018.

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, at no cost to the traveler;

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. Service 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 October 1, 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 Service 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 Service member's actual home upon entering the Service, and not a different place selected for the Service 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 Service 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 Service member as the Service member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions in par. 051003.

HOUSEHOLD GOODS (HHG)

A. General. HHG are items associated with the home and all personal effects belonging to a Service member/employee and dependents on the Service 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 Service 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, September 17, 1998). Spare POV parts, e.g., a car engine/ transmission and a pickup tailgate when removed. Service members only: Must not exceed the Service 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 Service 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 Service 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, November 1, 1957 and B-180439, September 13, 1974);

9. HHG for resale, disposal or commercial use;

10. Privately owned live ammunition (B-130583, May 8, 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 Service 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. 052002-D and Table 5-46.

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. 051306-G/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 Service member is required to perform, with or without the Service 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 Service 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 Service member's current PDS if the Service 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 a Civilian 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 Service 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 Service member to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (Service members only). For the purpose of computing a Service member's travel allowances on separation, the last duty station (permanent or temporary) that the Service member was on duty, or a hospital, if the Service 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 Service 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 Service 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 Service 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 Service member/employee, or the Service 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 Service 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 Service 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 August 18, 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 a Civilian 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 Service 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 Service member's UB on the ship).

b. Ship's home port/ship based staff that a Service 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 Service 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 Service 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 Service member is assigned for duty, including a place from which the Service member commutes daily to the assigned station. For a Service member assigned to a ship/ship-based staff, it is the home port to which the Service 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 Service 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 a Civilian employee regularly reports for duty, ICW determining PCS travel allowances.

c. Residence or other Qtrs from/to which the Civilian employee regularly commutes to and from work, ICW JTR authority relating to the residence, HHG, and a Civilian 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 Civilian 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 Service member/employee is stationed.

b. PDS is a Ship (Service members only). For a Service 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 Civilian 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 January 1, 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 Service member attains a military status or at which the Service member enters the Service. Generally this is the academic institution and not the Service 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, September 17, 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 Service member's administrative HHG weight allowance.

2. Storage of a car engine/transmission is the Service member's responsibility (facilities and cost) except when par. 0518 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, June 16, 2009, incorporating change 1, September 30, 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 Service member or employee's possession needed for the performance of official duties at the next or a later PDS. See B-171877.03, December 15, 1976, B-196994, May 9, 1980, and B-251563, June 14, 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 Civilian 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 a Civilian 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 Service member does not normally use as the place of principle residence;

e. Boat a Service 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 Civilian 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 a Civilian 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 Service 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 Service member's PDS area;

c. In the Service member's last PDS area when the Service 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 Civilian 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 a Civilian employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return

of the Civilian 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 a Civilian employee or member (other than a Service 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, July 1, 1997, the territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan,

Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: http://www.saipan.com;

2. Commonwealth of Puerto Rico;

3. American Samoa;

4. Baker Island;

5. Guam;

6. Howland Island;

7. Jarvis Island;

8. Johnston Atoll;

9. Kingman Reef;

10. Midway Islands;

11. Navassa Island;

12. Palmyra Atoll;

13. Virgin Islands; and

14. Wake Island.

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,

2. An area referred to as a dependent area or possession, and

3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.

2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the U.S.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. Costs related to transportation. See pars. 020203, 020206, 020207, 020208, 020209, 020210, 020211 and 020213.

TRANSPORTATION IN KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION NETWORK COMPANY. Transportation network companies connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

TRANSPORTATION REQUEST. A written Gov't request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov't, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term travel relates to movement of persons from place to place and includes authority for the use of Qtrs facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in the JTR. When used ICW travel allowances, the term refers to per diem or AEA.

TRAVEL ADVANCE. Pre-payment of estimated travel expense, in the form of a loan.

TRAVEL APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL MANAGEMENT COMPANY (TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov't. Also called a Travel Management Center (TMC) under GSA's program, this was formerly referred to as a Commercial Travel Office (CTO) in the JTR. See Travel Management System (TMS).

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §§301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes electronic systems or other commercial methods of arranging travel.

TRAVEL ORDER. See Order.

TRAVEL REQUEST (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 Service 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 Service member whose dependents have not accompanied the Service member or have accompanied the Service 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 Service 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 a Civilian 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)

Acronym	Meaning
CTD	Civilian Travel Determination (Civilian employees only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
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)

Acronym	Meaning
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does not apply to any other form of personal credit card.
ICW	In Connection With
IDL	International Date Line
IDT	Inactive Duty Training (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

Acronym	Meaning
POW	Prisoner of War
PPP	Priority Placement Program
PPV	Public-Private Venture (lodging)
QTRS	Quarters
R&R	Rest and Recuperation Leave
RAT	Renewal Agreement Travel (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.