

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

FEBRUARY 1, 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 018-17 (R) -- SROTC Parking Expense Reimbursement. Increases the recruiter related parking expense from \$200 to \$255. Decreases the minimum parking expense from \$25 to \$20 and eliminates reducing reimbursement by the minimum threshold (\$20). Reimbursement may be made on a monthly, quarterly or annual basis per Service policy. Affects par. 020606.

MAP 159-17(I) -- 2018 DLA Rates. Increases the DLA rates effective January 1, 2018 based on the monthly pay raise of 2.4% in accordance with 37 USC §1009, as stated in section 601 of the FY18 National Defense Authorization Bill, dated December 12, 2017, and Executive Order signed by the President on December 22, 2017. Affects par. 050508-B and the DLA table rates on the DTMO website.

MAP 169-17(I) -- Clarify CONUS POV Transportation. This item clarifies section 0529 and also corrects references in par. 060202 and Appendix A (Dependent). Affects Ch 5, TOC, and pars. 052901 and 052902.

MAP 170-17(I) -- Acquired Dependent – Transoceanic. Reinserts language that a member may be paid for an acquired dependent (who is not command sponsored) to travel from the CONUS port to the new CONUS PDS. This authority was inadvertently omitted in the rewrite. Affects pars. 050405-A2, 050406, and 050803.

MAP/CAP 171-17(I) -- Traveler Does not Use Authorized Transportation or TDY is Canceled. Moves information from par. 020210-H to par. 020201-B.

MAP/CAP 174-17(I) -- Deductible Meals. Rewords par. 020304-C to clarify that the AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler is unable to eat an otherwise deductible meal due to medical requirements, *or* religious beliefs, *or* requirements of the mission. This item also adds wording to Table 2-18 to clarify that meals provided based on an agreement between the Government and any organization does not include a Government dining facility. Affects pars. 020304-B and 020304-C.

MAP/CAP 175-17(I) -- Per Diem at the PDS. References Table 2-27 in par. 020601 so it is clear that a civilian employee may not be authorized per diem within the vicinity of the residence even if overnight lodging is required. Affects par. 020601-B2a.

MAP 176-17(I) -- Temporary BAH Increase Extended to December 31, 2018. Extends SECDEF authority to prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. The current authority expires December 31, 2017, but FY18 NDAA, S. 2943, section 603, signed December 12, 2017, extends that authority to December 31, 2018. Affects par. 10018-A.

MAP/CAP 001-18(I) -- Miscellaneous Corrections. Corrects miscellaneous errors in the JTR. Affects pars. 020307-F3, 9114-B4 and B5; and Appendix A.

MAP/CAP 002-18-18(I) -- Leave Interrupted by TDY. Reinstates wording in Table 3-20 that the limitation for travel only applies if the traveler resumes leave at a location more distant from the TDY location than the point at which leave was interrupted.

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 or TDY is Canceled

A. 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.

B. TDY Is Canceled (effective May 1, 2017). 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).

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	
<ul style="list-style-type: none"> ● When the circumstances warrant, and must not be automatic. ● When the AO considers each case individually, considering both funding and mission needs. ● When the traveler is required to travel overnight (2400-0600) and the transportation mode does not provide adequate sleeping accommodations. <i>(effective July 28, 2017)</i> ● When the scheduled flight exceeds 14 hours and travel is to or from a location OCONUS unless the traveler is required to travel overnight. <i>(effective July 28, 2017)</i> 	<ul style="list-style-type: none"> ● When the traveler is authorized first or business class travel. ● When the traveler is provided a rest stop en route instead.
Rest Stops En Route	
<ul style="list-style-type: none"> ● To allow the traveler to start at, near, or after the end of the traveler’s regularly scheduled duty hours. ● During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations. ● At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits. ● For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. ● At a location en route at which the carrier permits free stopovers. ● When the origin or destination location is OCONUS and travel is by a usually traveled route. ● When the scheduled flight is over 14 hours by a usually traveled route. A 14-hour period includes scheduled flight time, stopovers, and plane changes. However, it does not include overnight time spent at airports.* ● When en route to the TDY site or upon return if the traveler cannot rest before returning to work. This must be in the Government’s interest and is not automatic. 	<ul style="list-style-type: none"> ● For official travel for a permanent change of station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&R), Funded Environmental Morale Leave (FEMML), 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.
<p><i>*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.</i></p>	

020203. Transportation Types Most Advantageous to the Government

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

1. Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.
2. When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.
3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:
 - a. Consider a rental car. See the Defense Travel Management Office (DTMO) [rental car agreement](#) and Defense Travel Regulation (DTR) [4500.9-R, Part 1](#), for instructions and guidance for rental car selection.
 - b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.
 - (1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

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

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

1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.
2. Availability of other transportation modes and the effect on productive time.
3. TDY location in relation to traffic conditions, routing, and weather.
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.
6. Productive time lost due to additional travel time.
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.
8. Unavailability of practicable commercial transportation.
9. Delay to mission caused by the use of an airplane, train, bus, or ship.

020204. Distance Determinations

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

- A. In and around the PDS or TDY sites.
- B. Between the home or office and the transportation terminal.
- C. For a Service member who travels a short distance for a move within the same city.
- D. For a civilian employee who transfers a short distance in accordance with par. 5566-C.
- E. Round-trip travel between home and the active-duty tour site for a Reserve Component (RC) member on active duty when he or she commutes.

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

020205. Separate Legs of Travel

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

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

020206. Airplane, Train, Ship, and Bus Transportation

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

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for

the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. 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: <ul style="list-style-type: none"> • Increase the number of foreign location aircraft changes made by two or more. • Extend travel time by 6 or more hours. • Require a connect time of 4 or more hours at a foreign interchange point.
a U.S. flag air carrier does not provide service on a particular flight segment,	a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.
a U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier,	a non-U.S. flag air carrier may be used. If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier. (59 Comp. Gen. 223 (1980)).
the AO determines that a US flag air carrier cannot provided needed air transportation or	a non-U.S. flag air carrier may be used.

Table 2-3. Rules for U.S. Flag Carriers	
If...	Then...
cannot accomplish the mission,	
a non-U.S. Government source pays for transportation directly, or later reimburses by: <ul style="list-style-type: none"> ● A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits), ● An international agency, ● Another organization, 	a non-U.S flag air carrier may be used.
transportation is paid by a non-Federal source, in accordance with the JTR, DoD 5500.07-R , or Service regulation for non-DoD Services,	
a non-U.S flag air carrier 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,	a non-U.S flag air carrier may be used.
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.	a foreign flag ship may not be authorized or approved.

Table 2-3. Rules for U.S. Flag Carriers	
If...	Then...
flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons	

4. 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. [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 available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after considering the TDY location, cost, and travel time,	the AO may authorize or approve travelers to book first- or business-class airfare and extra train fares.
the traveler's or Service's needs require use of accommodations that do not meet minimum standards,	the traveler may voluntarily accept or use these accommodations and the Government may furnish them. The Government cannot direct the traveler to accept inadequate accommodations.
accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than unrestricted economy or coach (<i>effective May 1, 2017</i>),	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
the AO determines the added cost of Economy Plus, Coach Elite Seating, or additional fee seating is in the Government's interest,	the additional cost for seating in economy or coach class may be authorized or approved.
the AO determines the added cost of economy plus or coach elite airfare seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	the AO may authorize or approve the traveler to use economy plus or coach elite airfare seating. The AO may also authorize or approve economy plus or coach elite airfare for an attendant required to accompany the traveler en route (see par. 020206-K). Only the authorities listed in Table 2-5 may authorize or approve other than coach or economy class seating for any transportation mode.
Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
a protective detail accompanies a traveler who is authorized more costly accommodations,	
a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
lower class accommodations are not reasonably available for departure within 24 hours of the traveler's proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled,	the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following: <ul style="list-style-type: none"> ● When the TDY travel was identified. ● When travel reservations were made. ● The cost difference between economy or coach transportation and the business- or first-class transportation selected.
a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	

Table 2-4. Travelers Changing Class of Service	
If...	Then...
<p>the following personnel are required for the mission:</p> <ul style="list-style-type: none"> ● Federal advisory committee members; ● Special high-level invited guests; and ● U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials. 	<p>the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.</p>
<p>a non-Federal source pays for business-class transportation in advance,</p>	<p>the travel authorization must state that the transportation has been paid by a non-Federal source. See DoD 5500.7-R and Service issuances.</p>
<p>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,</p>	
<p>using business class results in overall savings to the Government by eliminating overtime, additional subsistence costs, or lost productivity time,</p>	<p>a cost comparison must be stated on the travel authorization.</p>
<p>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,</p>	<p>the traveler is authorized business- or first-class transportation.</p>
<p>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,</p>	<p>business class is not allowed.</p>

K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options such as reserving economy plus, coach elite seating, or bulkhead seating that provide extra leg room or purchase two coach seats before recommending premium class travel. Only the authorities listed in Table 2-5 may authorize or approve premium class travel. If the traveler requires an attendant or escort, see Table 2-4, for criteria to authorize or approve premium-class accommodations for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler's medical condition or special need in writing:

1. Every six months for a temporary condition.
2. Every two years for a lifelong condition.

Table 2-5. Other than Economy or Coach Class Authority		
Agencies	First Class	Business Class
OSD and Defense Agencies	Administration and Management Director.*	Administration and Management Director. May be delegated no lower than a three-star or civilian-equivalent level.
Joint Staff	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.
CCMD	Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command's three-star deputy or vice commander.	CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*
U.S. Public Health Service (USPHS) Members Only	Secretary of Health and Human Services.*	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority*
National Oceanographic and Atmospheric Association (NOAA) Corps Members Only	NOAA Corps Director.*	
U.S. Coast Guard Members Only	Secretary of Homeland Security.*	Coast Guard Commandant or Vice Commandant.*

*No further delegation.

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

Table 2-6. Travel Not Authorized for Upgraded Accommodations		
Leave Travel	Evacuations	Permanent Travel
<ul style="list-style-type: none"> ● Emergency leave ● R&R ● FEML ● Emergency visitation travel 	<ul style="list-style-type: none"> ● Personnel evacuations ● Family visitation travel 	<ul style="list-style-type: none"> ● PCS ● COT ● RAT

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

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

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

routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. For details see the GSA [City Pair Program](#), the [Defense Travel Regulation \(DTR\) 4500.9-R, Part 1](#), the [Federal Travel Regulation \(FTR\) §301-10](#), and [computation examples](#). City Pair Program flights are identified by the fare basis codes of either “YCA” or “-CA.”

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

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

b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission’s needs. Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a -CA fare is available. A traveler who elects to use a YCA airfare when a -CA airfare is available, in order to use points or miles, is financially responsible to the Government for the cost difference between the YCA airfare and the -CA airfare. [CBCA 1511-TRAV, 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.

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

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

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

Table 2-12. Mixed-Mode Allowances and Reimbursements	
If...	Then...
Allowances	
an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,	the allowances are a combination of the following: <ul style="list-style-type: none"> ● TDY mileage for the distance traveled by POV. ● The airplane, train, bus, or rental car transportation cost. ● Per diem for the actual en route travel. Reimbursement for these allowances is based on whether or not a POV is advantageous to the Government.
Determining Reimbursement	
POV use is more advantageous to the Government,	reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.
POV use is not to the Government's advantage,	reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.

H. 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.

If...	Then...
a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20% 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.

If...	Then...
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 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.

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

Table 2-15. Lodging Reimbursement Rules	
If...	Then...
	the lease, excluding non-official travelers.*
a civilian employee lodges with friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the hosts incur for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).
a traveler is en route or arrives at the TDY or stopover location at 2400 or later,	the traveler is allowed per diem as if arrival took place on the preceding day.
lodging is not available at the TDY location,	the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.
a traveler purchases or already owns a residence used for lodging during official travel,	reimbursement is not authorized for any costs or expenses associated with this lodging.
a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a “rent-to-buy” option,	all associated mortgage interest and property taxes previously claimed must be repaid.
a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel,	reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY: <ul style="list-style-type: none"> ● Parking fees. ● Utility connection, use, and disconnection fees. ● Electricity, gas, water, sewage, bath, and shower fees. ● Dumping fees.
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.
<i>*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.</i>	

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	the AO may authorize dual lodging for up to 7

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging	
If...	Then...
than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See computation example .
the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,	
the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may approve (<i>effective May 1, 2017</i>) 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 (<i>effective May 1, 2017</i>) reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler 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: <ul style="list-style-type: none"> • A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization. • One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling. • The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&IE rate. • The PMR does not apply when the traveler is traveling.
Standard Government Meal Rate (GMR)	<ul style="list-style-type: none"> • The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation. • The GMR does not apply when the Service member is traveling. • The GMR must be directed in the travel authorization.
Discounted GMR	The discounted GMR is the cost for food minus facility operating costs. A 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 (except a Government dining facility) if the travel authorization directs the meal for a Service member or indicates the facility providing the	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.

Table 2-18. Deductible and Non-Deductible Meals	
Deductible Meal	Non-Deductible Meal
meal is available for a civilian employee.	
Included in a registration fee.	In-flight meals.
Paid by the Government and furnished at no cost to the traveler.	Furnished on a commercial or military aircraft.
Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	<i>Effective May 1, 2017</i> Government meals consumed in a Government dining facility.
Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
Provided by a lodging establishment when meals are included in the lodging cost under an agreement between the Government and the lodging establishment.	A no-cost complimentary meal provided by a lodging establishment.
Light refreshments (including a continental breakfast), included as part of a registration fee if they meet the requirements above and are served at a meal time.	Light refreshments (including a continental breakfast) included as part of a registration fee if served during a break and <i>not</i> at a meal time.

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

1. Medical Requirements or Religious Beliefs. 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:

- a. 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.
- b. Attempted, but is unable to make, alternative meal arrangements for a substitute meal.
- c. Must purchase a meal that satisfies the medical requirements or religious beliefs.

2. Requirements of the Mission (Effective May 1, 2017). The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler is unable to eat an otherwise deductible meal due to 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.

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. *Effective May 1, 2017.*

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

- 1. Tips related to lodging, baggage, and transportation (to include courtesy transportation).
- 2. Laundry and dry cleaning while OCONUS.
- 3. Various service charges.

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

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

- 1. CONUS Incidental Expenses are \$5.00.
- 2. OCONUS Locality Incidental Expenses are the rate when the TDY is not on a U.S. installation. If the AO determines that a reduced rate for incidental expenses is adequate, then the \$3.50 may be authorized.
- 3. OCONUS Reduced Incidental Expenses (\$3.50) are the rate when a traveler is assigned to a TDY at a U.S. installation and lodged in Government quarters, except for en route travel days. If the

AO determines that the \$3.50 is inadequate, then the OCONUS locality rate for incidental expenses may be authorized and stated on the travel authorization. This does not apply on any day the Service member is traveling.

020305. Occasional Meals or Occasional Lodging

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

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

1. Escorting an arms-control inspection team or its members. This applies within PDS limits, and only for a Service member escorting an arms-control inspection team or its members while engaged in activities related to the implementation of an arms-control treaty or agreement during the in-country period referenced in the treaty or agreement.
2. On TDY within the PDS local area, but outside the PDS limits.
3. Service members are traveling together with no or limited reimbursement.
4. On TDY or training duty aboard a ship.
5. On field duty.
6. A Service member (straggler) who is separated from others traveling together under a travel authorization directing no or limited reimbursement travel.
7. In Essential Unit Messing (EUM).
8. Hospitalized as an inpatient.
9. Part of the Senior Reserve Officers' Training Corps (SROTC). Lodging and meal expenses are authorized or approved at a point of delay for an SROTC member traveling to or from field training or practice cruises and delayed through no personal fault at a location where neither Government quarters nor a Government dining facility is available.

B. Reimbursement Limitation

1. The lodging cost allowed is limited to the lodging portion of the locality per diem rate.
2. In special or unusual circumstances when the amounts claimed exceed the lodging portion of the locality per diem rate, the AO may authorize reimbursement for the actual cost of occasional lodging.
3. When a Service member is required to procure or retain unoccupied lodging or to procure or retain lodging at more than one location on any calendar day, dual-lodging reimbursement applies.
4. If the AO determines that a Service member is required to procure meals, then the reimbursement is the actual amount paid, limited to the PMR (no incidental expense), and based on the

applicable locality per diem rate.

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

C. Civilian Employee

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

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

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

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

020306. Meal Ticket Maximum Rates

Meal tickets may be issued to Service members only as specifically authorized by the JTR. The current rates are on the [DTMO Web site](#).

020307. AEA (Instead of Per Diem)

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

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

B. Computation

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

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

3. Only one reimbursement method is authorized for each TDY *location*, except when one

reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler's status and TDY location at 2400 on that calendar day. See [computation example](#).

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

Table 2-19. Considerations Impacting AEA		
If...	And...	Then...
traveling with a dignitary	it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
traveling to an area where costs have escalated for a short period of time	it is during a special function or event, such as the following: <ul style="list-style-type: none"> ● A missile launch, ● A summit meeting, ● A sports competition, ● The World's Fair, ● A convention, ● A national or natural disaster, including its aftermath, 	
affordable lodging is not available within reasonable commuting distance of the TDY point	the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
the traveler must incur much higher expenses than normal during similar travel situations	the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	
TDY is scheduled for 31 days or more	the traveler is at one location for 31 consecutive days or more,	
		AEA cannot be authorized or approved, except when the TDY is to a presidentially declared disaster or pandemic area.

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

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

1. Authority for a Service Member. In advance of travel, the AO must submit a request directly to the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), Chief at the

address on the first page of the JTR. Requests must be addressed “ATTN: Policy & Regulations Branch” when submitted by U.S. Mail or fax, or with the subject “AEA REQUEST” for a request sent by e-mail. The Secretary concerned for specific classified missions OCONUS may authorize a Service member to receive AEA for lodging costs that exceed 300% of OCONUS per diem rates. This authority cannot be re-delegated.

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

E. AEA Authorized for Lodging Only

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

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

F. AEA Authorized for Lodging and M&IE

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

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not accrue on a daily basis are averaged over the days at the TDY location.

3. See [computation example](#).

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.

When Travel Is...	For The...	Then The Per Diem Rate Is Based on...	Computation
12 hours or less,	Not applicable.		Per diem is <i>not</i> authorized.
more than 12 hours but less than 24 hours and <i>no</i> lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
more than 12 hours but less than 24 hours and lodging	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.**

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
<i>is required,</i>			
24 hours or more and <i>no</i> lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	<ul style="list-style-type: none"> 75% of the locality M&IE rate for the day of departure from the PDS. 100% of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	<ul style="list-style-type: none"> 100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.
24 hours or more and lodging <i>is</i> required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	<ul style="list-style-type: none"> Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. 100% of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,		100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.
*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.
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	dual lodging while at the second TDY location is authorized up to the duration of the second TDY,

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
than 30 days,	limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.
actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
a traveler is assigned additional TDY travel to another location for more than 30 days,	the flat-rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.
no lodging costs are incurred for any reason,	the lodging portion of flat-rate per diem does not apply.
a traveler is staying with friends and relatives,	
a traveler is staying in a home that the traveler owns or is purchasing,	
a traveler is staying in Government quarters, and meals are not available in the dining facility,	actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&IE portion of per diem.
the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&IE were reduced,	the M&IE portion of flat-rate per diem may be waived in advance.*
the reduced flat-rate M&IE is insufficient based on the circumstances of the TDY,	the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize, in advance, or approve payment of actual expenses after travel is performed for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**
TDY is to a presidentially declared disaster or pandemic area,	the AO may authorize in advance or approve the locality per diem rate or AEA up to 300%, see par. 020307-C.
*Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&IE per diem may be authorized through the Secretarial Process, in advance, for a traveler not located in the CCMD or JTF commander's area of responsibility.	
**Authority may not be delegated below the three-star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests reimbursement in excess of the authorized flat-rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC , used in accordance with the Travel and Transportation Reform Act of 1998. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.	

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

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

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

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

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere

<ul style="list-style-type: none"> ● 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	Weight Allowance
Includes an RC member and an Army or Air Force officer holding a temporary commission	
Officer Personnel	
O-10	2,000*
O-9	1,500
O-8 and O-7	1,000
O-6, O-5, O-4, W-5, and W-4	800
O-3, O-2, O-1, W-3, W-2, and W-1	600
Enlisted Personnel	
E-9	600**
E-8	500
E-7 to E-1, and Aviation Cadet	400
Service Academy Cadet or Midshipman	350
*The Secretarial Process may authorize additional weight, up to 2,000 lbs. (up to 4,000 lbs. total), for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.	
**A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, Sergeant Major of the Marine Corps, or Senior Enlisted Advisor to the National Guard Bureau, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the Service member's military career.	

2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in 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.
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.
<i>For more information about the above situations, see par. 020501-B2* and Section 0312**.</i>	

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 (see Table 2-27) if the travel period is more than 12 consecutive hours and overnight lodging is required (effective May 1, 2017).

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...
<ul style="list-style-type: none"> ● 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). 	<ul style="list-style-type: none"> ● 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 **monthly** parking expenses **of more than \$20** 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 *(effective on October 4, 2017)*. The traveler is authorized reimbursement for monthly parking expenses **not to exceed \$255. Monthly parking expenses of \$20 or less are not reimbursed.**

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.
3. **Reimbursement may be on monthly, quarterly or annual basis per Service policy *(effective on October 4, 2017)*.**

CHAPTER 3: TDY TRAVEL

PART E: LEAVE IN CONJUNCTION WITH TDY

0333 Leave and TDY

Personnel directives dictate when and how leave is charged for time spent on personal business if it is not justified as official travel in accordance with the JTR. A Service member is not in a travel status while on an administrative absence. A civilian employee is not in a travel status while on an excused absence or administrative leave. See [Department of Defense \(DoD\) Instruction \(DoDI\) 1400.25, Vol. 630](#), “DoD Civilian Personnel Management System: Leave,” March 19, 2015, incorporating Change 2, Effective May 8, 2015.

033301. Leave or Personal Travel Combined with Official Travel

A. Eligibility. The AO may permit a Service member or civilian employee to combine leave or personal travel with official travel at no additional cost to the Government provided that:

1. City Pair Program airfare, and other contracted travel rates, are limited to official Government business and not authorized for personal travel.
2. The official transportation is arranged through the Defense Travel Management Office-contracted Travel Management Company.
3. The traveler arranges personal travel at personal expense.
4. The AO does not permit a TDY trip that is an excuse for personal travel.

B. Allowances. Table 3-20 provides the travel and transportation allowances available for various combinations of leave and official travel.

1. Reimbursement is authorized for the actual cost of the transportation used and en route per diem, limited to what the Government’s cost would have been between the official duty locations had there been no personal travel taken.
2. Economy or coach accommodations must be used unless other accommodations are approved as specified in Chapter 2.
3. If a travel authorization identifies any location as personal or leave travel, then the authorization must state that any excess costs over the costs for official travel are the traveler’s financial responsibility.

Table 3-20. Situations Involving Leave and Official Travel	
If...	Then the traveler...
the TDY trip is known before going on leave,	is reimbursed per diem while at the TDY location. Actual travel expenses to and from the TDY location are authorized, but limited to the constructed round-trip cost between the PDS and

Part E: Leave in Conjunction with TDY

Table 3-20. Situations Involving Leave and Official Travel	
If...	Then the traveler...
	TDY location.
the TDY trip is known before going on leave,	cannot use City Pair Program airfares for transportation to or from the leave location.
the traveler is absent from the PDS for personal reasons and has to return to the PDS for official reasons before the originally intended return,	is not authorized reimbursement for expenses incurred for the return travel.*
a traveler is on leave away from the PDS and receives an order to perform TDY at the leave location,	is authorized per diem for the TDY performed according to the travel authorization. Reimbursement for transportation expenses is also authorized for the return trip, but limited to the transportation costs that exceed what the traveler would have incurred if no TDY were required (31 Comp. Gen. 509 (1952)).
a traveler is on leave away from the PDS and the leave is interrupted to perform TDY at various places, with or without a return to the PDS, and the traveler is allowed to resume leave upon TDY completion,	is authorized the following: <ul style="list-style-type: none"> • Per diem and transportation expenses from the place at which leave was interrupted to the TDY locations. • Per diem while at the TDY locations, but no per diem while at the PDS. • Per diem and transportation to return to the place at which the leave was interrupted (25 Comp. Gen. 347 (1945); 28 Comp. Gen. 237 (1948); 39 Comp. Gen. 611 (1960)).
a traveler is on leave and the leave is interrupted to perform TDY (including TDY at various places) but not including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion (effective May 1, 2017),	is authorized the following: <ul style="list-style-type: none"> • Per diem and transportation from the place where leave was interrupted to the TDY locations. • Per diem while at the TDY locations. • Per diem and transportation expenses to return to a leave location, which can be different than where leave was interrupted. <p>A traveler is allowed per diem and transportation expenses to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location (effective May 1, 2017) (27 Comp. Gen. 648 (1948)).</p>
a traveler's leave is interrupted for TDY, and the traveler is required to return to the PDS and not allowed to resume leave at the end of the TDY,	is authorized the following: <ul style="list-style-type: none"> • Per diem and transportation from the leave location to the TDY location. • Per diem while at the TDY location. • Return travel from the TDY location to the PDS. <p>These allowances are limited to the excess cost over the constructed per diem and transportation expense for return directly from the leave location</p>

Table 3-20. Situations Involving Leave and Official Travel	
If...	Then the traveler...
	to the PDS.
a traveler is on leave away from the PDS, and receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY,	is authorized the following: <ul style="list-style-type: none"> ● Per diem and transportation expenses from the leave location to the TDY location. ● Per diem while at the TDY location. ● Per diem and transportation from the TDY location to the PDS. These allowances are limited to the excess of the constructed cost from the leave location directly to the PDS (19 Comp. Gen. 977 (1940)).
a traveler is on leave away from the PDS, receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY, and the traveler must go through the PDS to get to the TDY location,	is authorized per diem and transportation expenses, limited to the cost of round-trip travel and transportation between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).
a Service member is recalled from leave to return to the PDS for operational reasons because of an actual contingency or emergency war operation, or because of an urgent and unforeseen circumstance when a substantial portion of the scheduled leave period has been eliminated by the recall or the leave purpose has been defeated (60 Comp. Gen. 648 (1981)),**	is authorized the standard travel and transportation allowances specified in Chapter 2 beginning on the day of departure from the leave location, or place where the order canceling the leave was received, to the PDS and, if authorized to resume leave, standard travel and transportation allowances from the PDS to a leave location no farther from the duty station than the place at which the order canceling the leave was received. Per diem is not authorized at the PDS.
*Per diem and transportation expenses from the leave location to the PDS may be authorized when the Service member or civilian employee is recalled from leave due to an unforeseen official need. The travel authorization must state or indicate that the personal expense incurred in traveling to the leave location makes it unreasonable to require the Service member or civilian employee to bear the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).	
**A Service member recalled from leave for disciplinary action is not authorized standard travel and transportation allowances under this provision, and is responsible for the costs to return to the PDS.	

C. Effect of Leave or Administrative Absence on Per Diem

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence ([DoDI 1327.06](#), “Leave and Liberty Policy and Procedures,” June 16, 2009, incorporating Change 3, May 19, 2016, Enclosure 2).

Note: For long-term TDY, see also pars. 032902, 033501 and 020311.

2. Civilian Employee

a. A civilian employee is authorized per diem for a day when leave is taken for only part of the workday. Per diem is not authorized when leave is taken for the entire workday.

b. A civilian employee may be authorized per diem for leave for up to two non-workdays

if leave is taken for all workdays between non-workdays.

c. A civilian employee is not authorized per diem for leave on non-workdays when:

(1) Leave is taken for the whole workday before, and the whole workday following, the non-workday.

(2) The civilian employee returns to the PDS or residence.

d. When a civilian employee chooses not to return to the PDS immediately upon completion of the TDY for personal reasons, per diem is authorized only for the time allowed in the constructed cost of the trip between leaving the TDY point and arriving at the PDS.

(1) When constructing the costs of returning to the PDS, if the trip is short or travel is authorized on carriers with sleeping accommodations, then the departure day used to construct the travel costs is the same day that the TDY is completed.

(2) When sleeping accommodations are not available on the authorized transportation mode, the departure date used to construct the travel costs is the morning of the day after TDY is completed.

e. When on leave at a dependent safe haven location, see Chapter 6.

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

033302. Leave Taken while on a TDY with Long-Term Lodging (not Flat-Rate)

When a traveler rents or leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic lodging cost by the number of days the traveler is authorized the lodging portion of the locality per diem rate ([62 Comp. Gen. 63 \(1982\)](#)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government does not exceed the cost of renting conventional lodging at a daily rate.

Table 3-21. Computation Example for Leave Taken While on a TDY with Long-Term Lodging (Not Flat-Rate Per Diem)	
Calculation Step	TDY with Leave
1	A traveler is on a TDY at a location at which the per diem is \$136 (\$80/\$56)
2	Lodging (apartment and utilities) is obtained on a long-term basis for \$900 per month.
3	The daily lodging cost per month is \$30 (\$900 for 30 days).
4	In June, the traveler took leave for 10 days and is authorized per diem for only 20 days.
5	The daily lodging rate during June is \$45 per day (\$900 for 20 days). Since the \$45 per day lodging cost does not exceed the authorized \$80 per day locality ceiling, the traveler is reimbursed \$45 per day for 20 days of lodging in June.

033303. Ship Relocated During Authorized Absence

A. Eligibility. A Service member assigned to a ship who is on leave or liberty when the ship relocates may be eligible for travel allowances if he or she was not notified of the ship's relocation before

departing on leave. A Service member who was on emergency leave when the ship moved follows the policy in Chapter 4.

B. Allowances. A Service member may receive travel and transportation allowances to pay for the additional costs of returning to the ship at its new location, limited to the cost of transportation from the ship's old location to the new location.

1. Transportation in-kind is authorized for transoceanic travel.
2. Government-procured transportation is authorized, but the Service member is financially responsible for all costs above the limit. City Pair Program airfares are not authorized when the Service member's transportation cost is higher than the limit.

0334 Personal Emergencies While on TDY away from the PDS

See [DoDI 1327.06](#) and Service regulations for specifics on situations that warrant emergency leave. For emergency leave travel associated with medical situations, see Chapter 4.

033401. Service Member Personal Emergency Travel While on TDY

A. Eligibility. A Service member who is on TDY, or assigned to a ship operating away from the home port, and experiences a personal emergency is authorized for travel and transportation allowances.

B. Allowances. The standard travel and transportation allowances specified in Chapter 2 are authorized for an eligible Service member to travel round trip from the TDY location, or location of a ship operating away from the home port, to the PDS or home port.

1. When emergency travel to a location other than the PDS or home port is authorized, then the standard travel and transportation allowances specified in Chapter 2 are reimbursed. When round-trip travel occurs, the reimbursement is limited to the costs between the TDY location, or ship operating away from home port location, and the PDS or home port, and return.

- a. If it is unnecessary to return to the TDY location, or to the ship operating away from the home port, when the personal emergency is finished, then the Service member is authorized limited return travel and transportation directly to the PDS or home port.

- b. If a Service member returns from the emergency leave location to the PDS instead of to the TDY location, then the reimbursement is limited. The total cost of travel from the TDY location to the emergency leave location and from the emergency leave location to the PDS is limited to the cost had the Service member traveled directly from the TDY location, or ship operating away from the home port, to the PDS or home port.

2. Space-required Government transportation must be used if reasonably available. A Service member who does not use available Government transportation is not reimbursed for transportation costs.

3. If space-required Government transportation is not reasonably available, then contracted City Pair Program airfares may be used. If travel to the emergency leave location is more expensive than travel to the PDS or home port, then City Pair Program airfares are not authorized.

4. Authority does not exist for one-way travel and transportation to a ship's new location if the Service member departed on emergency leave while the ship was in its home port.

5. Per diem is not authorized while the Service member is at the emergency leave location or any time his or her travel status is classified as leave or an administrative absence.

033402. Civilian Employee Personal Emergency Travel While on TDY

If a civilian employee interrupts his or her TDY because of an incapacitating illness or injury, see par. 033102.

A. Eligibility. Civilian employees who are on TDY away from the PDS or home port and must discontinue or interrupt the mission before completion because of a personal emergency may be eligible for travel and transportation allowances.

B. Allowances. The DoD Component may authorize or approve the standard travel and transportation allowances specified in Chapter 2 based on the civilian employee's personal situation and the Service's or Component's mission. This authority may be delegated, but must be held to the highest administrative level practical to ensure adequate consideration and review of the circumstances surrounding the need for the emergency travel.

1. From TDY Location to Home or PDS. If a civilian employee discontinues his or her TDY and returns home or to the PDS, then transportation expenses and en route per diem may be authorized or approved from the interruption point to the PDS. The unused portion of the Government-funded transportation for the TDY must be used, if possible. City Pair Program airfares may be used. A new TDY order must be issued if the civilian employee returns to the TDY location after the personal emergency is resolved.

2. From TDY Location to Alternate Destination and Return to the TDY Location. A civilian employee who discontinues his or her TDY and takes leave for travel to an emergency leave location—other than the PDS or from the point at which the civilian employee was notified of the emergency—and then returns to the TDY location, may be authorized or approved certain excess travel costs.

a. The excess travel costs allowed are the excess actual travel costs from the point at which the civilian employee was notified of the emergency, to the emergency leave location, and return to the TDY assignment that exceeds the constructed cost of round-trip travel between the PDS and the emergency leave location. See Table 3-17 for rules on calculating the excess transportation costs.

b. City Pair Program airfares cannot be used for travel to an emergency leave location and return to the TDY location.

c. If a civilian employee does not have sufficient personal funds to pay for transportation to an emergency leave location and the return trip to the TDY location, then the DoD Component may provide transportation for the civilian employee, or provide an advance of funds to enable the transportation purchase. The civilian employee must reimburse the Government for any Government-funded transportation cost or travel advance over the authorized or approved allowance.

0335 Service Member on A TDY after Evacuation

033501. Lodging Expenses for a Service Member on Leave during an Authorized or Ordered Evacuation

A. Eligibility. A Service member who is on a TDY and takes leave to travel at personal expense to the safe haven where the dependent is evacuated, may be eligible for a lodging allowance if the Service member meets all of the following criteria:

1. Has an order to the TDY location for 31 or more days.
2. Receive per diem while at the TDY location to cover TDY lodging expenses because Government quarters are not available at no cost to the Service member.
3. Return to the TDY location immediately after completing the authorized leave.

B. Allowances. The Service member is authorized reimbursement for lodging retained at the TDY location, during leave, limited to the lodging portion of the locality per diem rate for the TDY location for each day. The allowance is claimed as a miscellaneous reimbursable expense.

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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, more than two POVs are authorized,	reimbursement is authorized for each vehicle.
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	
<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> • 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.
<i>*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.</i>	
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,	<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> • 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 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 *(effective December 1, 2017)*.

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	<ul style="list-style-type: none"> ● 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
	<ul style="list-style-type: none"> ● Called or ordered to active duty for training for: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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. The Service member is not authorized dependent transportation for transoceanic travel from a PDS OCONUS to a PDS CONUS, if the dependent was not command sponsored at the PDS OCONUS or qualifies as a Service member with dependents as defined in JTR, par. 9000. The acquired dependent is authorized travel from the CONUS port to the new CONUS PDS at Government expense. <i>Effective December 1, 2017.</i>
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

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...
		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. The Service member is not authorized dependent transportation for transoceanic travel from a PDS OCONUS to a PDS CONUS, if the dependent was not command sponsored at the PDS OCONUS or qualifies as a Service member with dependents as defined in par. 9000. The acquired dependent is authorized travel from the CONUS port to the new CONUS PDS at Government expense. <i>Effective December 1, 2017.</i>

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.*

Table 5-11. DLA for a Service Member Married to a Service Member		
Neither Service Member Has a Dependent		
If...	And...	Then...
	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 without-dependent rate, and the Service member who has a dependent 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,	
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,	
<p><i>*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.</i></p> <p><i>**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.</i></p>		

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 \$750.76 (as of January 1, 2018) 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
<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● 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.

Table 5-12. Eligibility Criteria for the TLE Authorization	
Authorized	Not Authorized
	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Prior PDS. Designated place.
reporting to the first PDS OCONUS from a home of record or the initial technical school,	at the following locations if within the CONUS: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART B: CATEGORIES OF PDT

Part B includes major categories of travel for a permanent change of station (PCS), including accession and training travel, moves outside the continental United States (OCONUS), home port and retirement and separation. The standard travel and transportation rules specified in Chapter 5, Part A apply, unless otherwise specified in this chapter.

0507 Accession and Training Travel

050701. Entering Active Duty

A. Eligibility. A Service member may be eligible for travel allowances when he or she enters active duty from civilian life or from a non-active-duty status under the circumstances below:

1. When he or she travels from his or her primary residence, home, or place from which called or ordered to active duty (PLEAD) to the first permanent duty station (PDS), upon appointment or re-appointment—including reinstatement—to regular Service from civilian life, or from a Reserve Component (RC).

2. An RC member is called or ordered to active duty, including duty for training, for 20 or more weeks at one location, and travels from his or her primary residence, home, or PLEAD to the first PDS under that call or order to active duty.

a. When an RC member separates from active duty, is still in the RC, and is issued a new call or order to active duty that is effective more than 24 hours after that separation, then the new call or order to active duty is an accession for travel allowance purposes.

b. The PCS under the new call or order to active duty is considered a first PCS for travel purposes.

3. When he or she is recalled to active duty from the Fleet Reserve, the Fleet Marine Corps Reserve, or from retirement—including temporary disability retirement—and travels to the first PDS under that recall order.

4. Upon his or her enlistment or induction into the Service, under regular conditions or during emergency, when he or she travels to the first PDS from home, primary residence, or PLEAD.

5. When a newly enlisted Service member is undergoing processing, indoctrination, basic training, or initial active duty for training, or when an RC member is undergoing follow-on technical training or home-station training.

6. When he or she is ordered to active duty and a PDS is not designated in the order.

B. Allowances

1. Transportation

a. Transportation allowances are detailed in Section 0502. A travel order may direct transportation with limited or no reimbursement, or direct a specific transportation mode, for the Service member's transportation to the first duty location upon enlistment, reenlistment, or induction, if Service regulations permit.

b. If Government or Government-procured transportation is used, then the Service member is authorized reimbursement of miscellaneous expenses as specified in Chapter 2.

2. Per Diem

a. Per diem is not authorized before reporting to the first PDS for an enlisted Service member at a location where both Government dining facilities and Government quarters (other than temporary lodging facilities) are available when undergoing any of the following:

- (1) Processing.
- (2) Indoctrination.
- (3) Basic training.
- (4) Follow-on technical training or home-station training for an RC member.
- (5) Instruction in a TDY status when no PDS has been assigned.

b. When a Service member is called to active duty and the order does not designate a PDS after the TDY is completed, no per diem is authorized at the TDY location. However, when a Service member receives an order naming a PDS other than the TDY location, per diem begins from the date he or she receives the order.

c. If a PDS has been assigned, a Service member on a TDY for instruction who has just completed initial technical or specialty training may be authorized per diem through the Secretarial Process.

d. Unless the Service member travels on Government or Government-procured transportation under orders stating limited or no per diem reimbursement, per diem is authorized during travel to, from, or between locations for the following purposes:

- (1) Processing.
- (2) Indoctrination.
- (3) Training.
- (4) Instruction.
- (5) During a delay or processing due to travel to a designated PDS or while awaiting

transportation to the PDS.

e. If the Service member or dependent travels by privately owned vehicle (POV), the per diem specified in Section 0503 applies. If any other mode of transportation is used, the per diem specified in Section 0203 applies.

f. When meal tickets are not available and the Service member must purchase a meal or lodging, reimbursement is authorized for occasional meals and lodging as specified in Chapter 2.

3. Recruit's Civilian Clothing. A recruit is authorized transportation of up to 50 pounds of civilian clothing to the home of record (HOR) when Service regulations require their disposal and after receiving uniform clothing.

C. Additional PCS Allowances for Accession Travel. When a PCS order is issued for a Service member to travel from his or her home, primary residence, or PLEAD to the first PDS, the following allowances are authorized:

1. If the Service member has a dependent on the effective date of the PCS order, then transportation for the dependent is authorized from the dependent's location to the Service member's first PDS. See Section 0502 for specific provisions for transportation. Reimbursement is limited to the cost of traveling from the Service member's home, primary residence, or PLEAD to the first PDS.

2. A household goods (HHG) shipment, storage in transit (SIT), non-temporary storage, and movement of a mobile home, when appropriate, may be authorized. The following allowances may also be authorized when the Service member meets the eligibility criteria:

a. Temporary lodging expense (TLE).

b. A dislocation allowance (DLA).

c. POV storage or shipment.

050702. Uniformed Services Applicants and Rejected Applicants

Travel of a Uniformed Service applicant or rejected applicant is considered PCS travel unless Service regulations specify that this travel follows TDY rules. See Section 0308.

A. Eligibility. An individual who applies to the Uniformed Services, the RC, or for flight training may be eligible for travel allowances. An applicant for flight training may include any of the following:

1. A civilian who applies for an appointment as an aviation cadet.

2. An RC member not on active duty.

3. A Service member in the Senior Reserve Officer Training Corps.

B. Allowances

1. PCS transportation allowances as specified in Sections 0502 and 0503 are authorized for

an applicant or rejected applicant:

a. For flight training, a Uniformed Service, or an RC. The travel allowances are authorized from the applicant's home or the place where the application is made to the place where he or she received a physical examination, qualifying examination, processing, or acceptance into the Service.

b. Who is rejected or who is accepted and ordered to return home to await further orders or a reporting date. The PCS allowances are from the place where the applicant was transported at Government expense to the home or the place at which the application was made.

2. Services may issue regulations that require the applicant to use Government-procured transportation or meal tickets. If the applicant does not use Government-procured transportation or meal tickets, and the AO accepts the applicant's reason for not doing so, then transportation costs are reimbursed at the TDY POV mileage rate for the official distance and costs for personally purchased occasional meals and lodging are reimbursed. If the AO does not accept the applicant's reason for not using required Government-procured transportation or meal tickets, then he or she is not reimbursed.

050703. Service Academy Cadets and Midshipmen

A. Service Member Enters a Service Academy. An active-duty enlisted Service member entering a Service academy is authorized standard PCS allowances from the last PDS to the Service academy. A person other than an enlisted Service member who is entering a Service academy is authorized standard PCS allowances from the home or school to the Service academy.

B. Graduate Ordered to Active Duty. When commissioned and ordered to active duty, a graduate of a Service academy is authorized PCS allowances from the Service academy or home to the new PDS, via any TDY en route locations. PCS allowances are calculated based on the actual distance traveled, limited to what would have been paid based on the official distance from the Service academy or home to the first PDS via any TDY en route locations designated in the travel order.

C. Dependent Travel. The Service member is authorized dependent travel and transportation allowances to the new PDS or designated location, as appropriate. When a Service member gains a dependent after his or her departure or detachment date from a Service academy on an active duty PCS order, but on or before the PCS order's effective date, the Service member is authorized dependent travel and transportation allowances to the new PDS from the HOR, the Service academy, or the place at which the individual becomes a dependent. If the dependent travels to the HOR or Service academy before the active duty PCS order's effective date, then the allowances are from the HOR or Service academy, whichever one the dependent traveled to.

050704. Service Member Assigned to a Foreign Service College

A Service member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized standard PCS travel and transportation allowances. This includes dependent travel and transportation allowances. The tour-length restrictions contained in Table 5-8, do not apply in this situation.

0508 Moves outside of the United States (OCONUS)

050801. Transportation for a PCS OCONUS

A. Standard Transportation. Unless otherwise directed, a Service member traveling to, from, or between a location OCONUS is authorized the following:

1. Standard PCS allowances from the old PDS, via any TDY locations, to the appropriate aerial or water port of embarkation.
2. Reimbursement for transportation procured at personal expense for the transoceanic travel if Government or Government-provided transportation is unavailable.
3. Standard PCS allowances from the appropriate aerial or water port of debarkation, via any TDY locations, to the new PDS.
4. Standard PCS allowances between official points when there is no transoceanic travel and only land travel is involved.

B. Vehicle Processing Center (VPC). When travel to or from a designated VPC is concurrent with a Service member's en route PCS travel, standard PCS allowances are authorized.

C. Transoceanic Travel. Standard PCS travel and transportation allowances apply for ordered travel between official locations. The Fly America Act provision applies. When computing travel time, the day of embarkation or debarkation at the port, while awaiting transportation, is included in actual time for transoceanic travel, regardless of the embarkation or debarkation hour.

050802. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move

A Service member may be authorized travel and transportation allowances to escort dependents to or from a designated place when performing a unit PCS move as specified in Table 5-18

Table 5-18. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move		
If...	Then...	And...
a Service member is required to travel on a PCS from a PDS in the continental United States (CONUS) to a PDS OCONUS with the unit for an unaccompanied tour,	he or she may escort a dependent from the old PDS to a designated place, and return to the old PDS before departure for the PDS OCONUS	is authorized round-trip PCS allowances between the old PDS and the designated place.*
a Service member is required to travel on a PCS from an unaccompanied tour at a PDS OCONUS to a PDS in the CONUS with the unit,	he or she may escort dependents from the designated place to the new PDS	is authorized round-trip PCS allowances between the new PDS and the designated place.**
*Travel time for return to the PDS is limited to constructed travel time as if the travel had been performed by Government-procured transportation. **Travel time from the new PDS to the designated place is limited to constructed travel time as if the travel had been performed by Government-procured transportation.		

050803. Attaining or Losing Eligibility for Dependent Travel for PCS OCONUS

A dependent must be command-sponsored before he or she begins travel for the Service member to be eligible for reimbursement of dependent travel at Government expense to, between, or from a location OCONUS **except as in Table 5-9 (effective December 1, 2017)**. A Service member must meet the standard eligibility requirements in Section 0504, and have at least 12 months remaining on the tour of duty OCONUS from the arrival date of a dependent at the PDS OCONUS, unless otherwise exempted. Table 5-19 specifies allowances when a traveler no longer qualifies as a dependent. Travelers listed in Table 5-19 must complete travel within 6 months after the Service member completes personal travel from the PDS OCONUS due to a PCS (see par. 051104 if a Service member entitled to basic pay dies while on duty OCONUS).

Table 5-19. Dependent Travel Eligibility for PCS OCONUS	
Qualified Travelers No Longer Dependents	Travel and Transportation Allowances
The following travelers transported OCONUS at Government expense who no longer qualify as dependents: <ul style="list-style-type: none"> • Parent. • Stepparent. • Person in loco parentis. • An unmarried child who turns 21 years old. • An unmarried child who turns 23 years old and loses student status while the Service member is serving OCONUS, 	Allowances are for travel from the PDS OCONUS to one of the following appropriate locations determined through the Secretarial Process: <ul style="list-style-type: none"> • United States or a non-foreign location OCONUS. • The former dependent’s native country if he or she is foreign-born.

050804. Early Return of Dependents (ERD)

This section applies to situations when a command sponsored dependent, who is at a PDS OCONUS, returns to a designated place at Government expense before the Service member receives official notice of a PCS from the PDS OCONUS ([DoDI 1315.18](#)).

A. Reasons for Return. The return must be caused by one of the following:

1. An official situation.
2. A matter of national interest.
3. A personal situation at the PDS OCONUS.
4. Disciplinary action is taken against a Service member stationed OCONUS.

B. Dependent’s Travel Order. A dependent must begin travel before the Service member is issued a new PCS order from the PDS OCONUS, except for travel for disciplinary reasons. The AO must cite the specific reason for the authorization or approval in the dependent’s travel order. For disciplinary action, travel and transportation allowances are limited to the cost from the Service member’s last or former PDS OCONUS or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign-born, to the dependent’s native country. If the Service member is convicted by court martial and placed on leave involuntarily while awaiting completion of an appellate review, allowances are limited to the cost to the Service member’s home of record or PLEAD.

1. A Service member may return a dependent at personal expense—at Government expense if the Service member serves an in-place consecutive overseas tour (IPCOT)—to the location OCONUS from which the dependent traveled. If that dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

2. The Secretary concerned may delegate authority for ERD travel.

C. Designated Place Location. The dependent may be authorized or approved through the Secretarial Process to travel to a designated place in the CONUS, a non-foreign area OCONUS or, if the dependent is foreign born, to a designated place in the dependent’s native country. The Secretary concerned may authorize a dependent who is a foreign national to return to his or her foreign country origin, even when the Service member is stationed within that country. The Secretary concerned may delegate the authority for travel to a foreign-born dependent’s native country to the headquarters that directs the Service’s dependent transportation policies or procedures. The official authorizing the transportation determines the destination and ensures that a reasonable relationship exists between the destination, conditions, and circumstances when the early return is due to any of the following:

1. A foreign national returning to his or her native country.
2. An official situation, national interest, or a personal situation.
3. Disciplinary action against the Service member stationed OCONUS.

D. Official Situations. Dependent travel and transportation allowances specified in this paragraph are in addition to, and have no effect on, the Service member’s dependent travel allowances on the next PCS order’s effective date. Table 5-20 specifies the eligibility and allowances for ERD associated with official situations.

1. The Secretary concerned may delegate this authority to either of the following:

- a. The headquarters that directs the Service’s dependent transportation policies and procedures for travel to a foreign-born dependent’s native country.
- b. The installation commander, who is an O-5 or higher, or the commanding officer of the unit to which the Service member is assigned, for designated places in the CONUS or in a non-foreign location OCONUS.

Table 5-20. Early Return of Dependents (ERD) for Official Situations

If the dependent...	And is involved in an incident that is any of the following:	Then...
is command-sponsored and resides at the Service member’s current PDS OCONUS	<ul style="list-style-type: none"> ● embarrassing to the United States, ● prejudicial to the command’s order, morale, and discipline, ● facilitates conditions in which the dependent’s safety can no longer be ensured due to adverse public feeling in the 	dependent travel and transportation allowances may be authorized at PCS rates through the Secretarial Process to a designated location.
was command-sponsored at an old PDS OCONUS and remains there while the Service member serves a dependent-restricted tour at another PDS OCONUS		
is a foreign-born dependent who		

was moved at Government expense to the dependent's native country while the Service member serves a dependent-restricted tour at a PDS OCONUS	area or due to force protection and antiterrorism considerations, <ul style="list-style-type: none">• requires the dependent to register as a sex offender under the laws of any jurisdiction,	
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2. A dependent whose early return was caused by an incident that was an embarrassment to the United States or prejudicial to the command's order, morale, and discipline cannot move again at Government expense until the Service member is ordered on a PCS from the PDS OCONUS or serves an IPCOT.

3. Return travel to the PDS OCONUS is not authorized at Government expense unless the incident requiring the early return was because the dependent's safety could not be ensured due to adverse public feeling in the area or due to force protection and antiterrorism considerations.

4. If the dependent returns to the PDS OCONUS at personal expense, and is then command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS OCONUS on the next PCS.

E. National Interest

1. Eligibility. A command-sponsored dependent at a location OCONUS may be eligible for travel and transportation allowances when the Secretary concerned or more senior official determines that a dependent must return early for reasons of national interest.

2. Allowances. The major commander, or his or her designated representative, may authorize PCS travel and transportation allowances to a designated place or, if the dependent is foreign-born, to a designated place in the dependent's native country.

a. If the Service member receives a PCS order to a different PDS where dependent travel is authorized, the dependent travel and transportation allowance is from the designated location to the new PDS.

b. If national interests dictated that a dependent not be at the PDS, then a Service member is authorized PCS dependent travel and transportation allowances from the designated place or foreign location to the current PDS when the determining authority decides that the national interest no longer requires the dependent to stay away from the PDS.

F. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS. The AO determines that the return is in the Government's best interest and that the issue occurred after arrival at the PDS OCONUS. The appropriate authority determines or agrees that local resources cannot resolve the problem. A Service member who is permanently stationed OCONUS may request through the Secretarial Process travel and transportation allowances for a command-sponsored dependent to a designated place, even if the Service member's PDS remains unchanged. The designated place may be in the CONUS, non-foreign area OCONUS, or the spouses native country if he or she is foreign-born. A command-sponsored dependent of a Service member serving a dependent-restricted tour OCONUS is eligible for travel and transportation allowances if the dependent remained at the Service member's old PDS OCONUS after the Service member's PCS, or the spouse is foreign-born and the dependent moved at Government expense to the spouse's native country.

1. Table 5-21 specifies the authority for ERD travel.

Table 5-21. Delegated Authority for ERD Travel Allowances	
Dependent Traveling...	Authority
to a Location in the CONUS or Non-foreign Location OCONUS	An officer O-5 or higher, or equivalent-grade civilian employee, where the Service member is assigned and who is one of the following: <ul style="list-style-type: none"> ● At the activity-commander level. ● Support group's commander. ● Unit's commanding officer.
to a Foreign-born Dependent's Native Country	The headquarters that directs the Service's dependent transportation policies or procedures for travel to a foreign-born dependent's native country.
when Disciplinary Actions Are Taken Against Service Member	The officer exercising special or general court martial jurisdiction over the Service member.

2. Table 5-22, specifies the only circumstances when dependent travel and transportation allowances are authorized by this paragraph. ERD must be authorized judiciously as the last resort. If the Service member's situation does not meet the criteria, the request must be denied. A travel order and, when the approving official requests, supporting documentation is required.

a. Except when death, serious illness, or incapacitation of a dependent or for compelling personal reasons, when a dependent travels without an order, no reimbursement for such travel is authorized even though an order is later issued.

b. Recommendations from religious, mental health, financial management, family counseling, or legal agencies should be obtained, if appropriate, to demonstrate the need.

3. Dependent travel and transportation allowances are authorized when disciplinary action, as specified in Table 5-22, is taken against a Service member stationed OCONUS whose dependent resides in the CONUS. These allowances are limited to the cost from the Service member's last or former PDS OCONUS, or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process and may be authorized upon request of a dependent or former dependent, if the Service member is not available or has declined to make such a request.

Table 5-22. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS	
When Disciplinary Action is Taken Against a Service Member Who Is...	Other Circumstances Qualifying Dependent Travel Eligibility
<ul style="list-style-type: none"> ● sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal). ● sentenced to confinement in a foreign or U.S. civil confinement facility. ● discharged OCONUS under other than honorable conditions. 	<ul style="list-style-type: none"> ● There is a death, serious illness, or incapacitation of a dependent ordinarily caring for a Service member's minor dependent that requires, in the opinion of the authorizing or approving authority, that the minor dependent be transported to a place at which proper care may be maintained. ● There are compelling personal reasons, such

<ul style="list-style-type: none"> ● returned to the CONUS for discharge under other than honorable conditions. ● returned to the CONUS to serve a sentence of confinement in a civil or military confinement facility. ● serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention. ● serving OCONUS and is transferred to a different ship or location to await trial by court martial as a deserter or straggler. ● discharged under other than honorable conditions after surrendering to military authorities in the CONUS following a period of absence without leave from the PDS OCONUS, ● convicted by a court martial and placed on leave involuntarily while awaiting completion of an appellate review. A statement of authorization or approval required under this situation must support the transportation procurement documents for allowances, which are limited to the cost to the Service member's HOR or PLEAD. 	<p>as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature or other situations which have an adverse effect on the Service member's performance of duty, and the best interests of a Service member, or the dependent, or the Government are served by the movement of one or more dependents.*</p> <ul style="list-style-type: none"> ● Essential medical treatment is neither available at the Service member's PDS nor readily available in the theater.** ● Educational facilities or housing for the dependent is inadequate.*** ● Conditions in a theater OCONUS are such that, although the evacuation of a dependent is neither warranted nor desired, the Service member is concerned justifiably for the dependent's safety and wellbeing.**** ● A dependent receives an order from a Selective Service Board to report to the United States for induction into the U.S. Armed Forces. ● Acceptable employment opportunities for a dependent child age 18 years or older at the foreign PDS OCONUS are lacking.*****
<p><i>*The AO's statement must support the circumstance and must not be used to authorize dependent student transportation to the CONUS to attend school.</i></p> <p><i>**The Service member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing.</i></p> <p><i>***A statement from the AO is required that explains the inadequacy of such educational facilities or housing is due to conditions beyond the Service member's control and that knowledge of those conditions arose after the dependent began to travel to the Service member's PDS OCONUS.</i></p> <p><i>****The Combatant Commander (CCDR) must make such determinations considering the recommendation of the major commander in the area for the Service concerned. Determination authority may be delegated to no lower than a General Officer or flag officer in the respective CCDR's headquarters.</i></p> <p><i>*****The commanding officer of the activity concerned must determine that the lack of employment opportunity at the PDS and the resulting idleness may likely cause the dependent child to become involved in situations creating embarrassment to the United States that place additional administrative burdens on the commanding officer or have adverse effects on the Service member's performance and that early return is in the best interest of the Service member, or dependent, and the United States.</i></p>	

G. Escort for Dependent. A Service member who is the sole parent (not another person), or a Service member married to another Service member (not both), may be authorized travel and transportation allowances to escort a dependent for an ERD. Government transportation must be used on a space-required basis as the directed mode, when available. If not available, then allowances are as specified in Chapter 2 for TDY.

050805. Dependent Travel Due to Divorce or Annulment

A. Eligibility. A Service member permanently stationed OCONUS whose marriage is terminated by divorce or annulment may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent residing with the Service member at the duty location OCONUS. Movement of a former dependent must be in the best interest of the United States, the Service member, and the former dependent concerned.

1. The travel for the former family member must be authorized through the Secretarial Process.

2. The Service member, who was the former sponsor, should request movement of the former family member.

3. If the Service member is unavailable or declines to initiate a request for movement, the former spouse or former family member concerned may initiate the request.

B. Allowances. The official must determine on a case-by-case basis that a reasonable relationship exists between the case's conditions and circumstances, and the requested destination. Travel must originate at or in the vicinity of the Service member's present or former PDS OCONUS and must terminate in the United States, a non-foreign location OCONUS, or in the former dependent's native country. The allowances authorized are payable to the Service member, but may be paid directly to the former spouse when the Service member authorizes direct payment.

1. Transportation. If transportation is not provided by Government or Government-procured means, reimbursement for personally procured commercial transportation and POV travel must follow standard PCS allowances, including applicable per diem.

2. Time Limitation. Travel must be completed within 1 year after the final divorce decree or annulment's effective date or 6 months after the date the Service member completes personal PCS travel from the PDS OCONUS, whichever occurs first.

a. On a case-by-case basis, and only when the delay is not for personal preference, the commanding officer or designated representative at the duty location at or near the dependent or former dependent's location may authorize or approve an extension of the 6-month time limit for up to 6 additional months. Acceptable reasons for an extension include hospitalization, medical problems, and school year completion.

b. If an extension to the 6-month time limit is authorized or approved, travel must be completed within 1 year of the final divorce decree or annulment's effective date or the date the Service member completes personal travel from the PDS OCONUS for a PCS, whichever occurs first.

3. Dependent Returns

a. If a custody agreement changes, or the Service member makes other legal arrangements, and a former family member becomes a dependent of the Service member again, the dependent's return to the Service member's PDS OCONUS may be authorized through the Secretarial Process.

(1) The Service member cannot have received a PCS order, must be otherwise authorized dependent travel and transportation allowances, and must have at least 12 months remaining on the tour at the PDS OCONUS on the dependent's scheduled arrival date.

(2) The dependent must be command-sponsored before travel and his or her return must be for the Government's convenience. Travel and transportation allowances are limited to direct travel from the place to which the former family member was transported at Government expense to the PDS OCONUS along a usually traveled route.

b. If the Service member remarries and a former family member becomes a dependent of the Service member again, the dependent is not authorized to return to the Service member's PDS OCONUS at Government expense. If the Service member returns the former dependent to the PDS OCONUS at personal expense and the former dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

050806. Ordered to a PDS OCONUS and Dependents Authorized to Travel

When a Service member is ordered on a PCS to a PDS OCONUS and dependent travel is authorized, the Service member is authorized the dependent travel and transportation allowances if the dependent actually travels.

A. Dependent Authorized Concurrent Travel with Service Member. When a dependent is authorized concurrent travel to the PDS OCONUS, the Service member is authorized dependent travel allowances from the dependent's location when the Service member receives the PCS order to the PDS OCONUS. Allowances are limited to direct travel from the last place where the dependent was transported at Government expense to the new PDS along a usually traveled route. Government transportation facilities for transoceanic travel should be used when available.

B. Concurrent Dependent Travel Denied with Anticipated Delay of 20 or More Weeks from the Service Member's Port Reporting Month

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

a. The Service member was a legal resident of that state, commonwealth, territory, or possession, before entering on active duty.

b. The Service member's spouse was a legal resident of that location at the time of marriage.

c. The Service member was called to active duty from that location or it is the Service member's HOR.

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

C. Concurrent Dependent Travel Denied with Anticipated Delay of Less than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the Service member's port reporting month, the dependent's total travel and transportation allowances are limited to the allowances from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the PDS OCONUS is completed.

D. Service Member Chooses to Serve an Unaccompanied Tour. A Service member who chooses to serve an unaccompanied tour may leave the dependent at the current location or move him or her to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:

1. The Service member was a legal resident of that area before entering active duty.
2. The Service member's spouse was a legal resident of that area at the time of marriage.
3. The Service member was called to active duty from that area.
4. The area is the Service member's HOR.
5. Authorization or approval through the Secretarial Process.

E. Sufficient Time in Service Remains. If the Service member is scheduled to serve an accompanied tour immediately after completing an unaccompanied tour, that location OCONUS may be authorized as a designated place. The Service member must have sufficient time in service remaining to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at Government expense until a subsequent PCS order is issued or the Service member is selected to serve an IPCOT. A Service member moving a dependent to a designated place may move the dependent to the PDS OCONUS at personal expense. If the dependent is command-sponsored at the PDS OCONUS after arrival, he or she may be moved from that PDS at Government expense when a subsequent PCS order is issued.

F. Reimbursement for Transoceanic Travel. Section 0502 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

050807. Reassigned OCONUS Due To Base Closure or Similar Action before the Ordered Tour OCONUS Is Completed

A Service member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS order due to base closure or similar action between PDSs OCONUS, is authorized dependent travel and transportation allowances to the new PDS if dependents are authorized at the new PDS. Dependent travel and transportation allowances are authorized to a designated place if the Service member is ordered on an unaccompanied tour at the new PDS.

A. Subsequent PCS. Upon a subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized, regardless of the length of time served at the Service member's last PDS.

B. Tour-Length Restrictions. If the move is within the same theater, tour-length restrictions do not apply.

050808. Dependent Travel and Transportation Due to an Alert Notice

A Service member of a unit is authorized dependent travel and transportation allowances as though assigned to a dependent-restricted tour when the unit is officially alerted for movement to a PDS OCONUS to which dependent travel and transportation is not authorized ([45 Comp. Gen. 208 \(1965\)](#)). This applies when the anticipated move is within 90 days after the alert notice. This also applies to a Service member on a PCS order to the unit after the unit has received the alert notice.

A. Service Member Relocates. When a Service member is ordered to a PDS where dependent travel is authorized instead of to the dependent-restricted PDS OCONUS contained in the alert notice, then dependent travel and transportation allowances are authorized from the designated place to the new PDS.

B. Service Member Does not Relocate. If the Service member stays at the alerted PDS, then dependents are authorized return travel to that PDS.

050809. Consecutive Overseas Tour (COT)

A Service member stationed OCONUS who is selected to serve a consecutive overseas tour (COT) is authorized dependent travel and transportation allowances.

Table 5-23. Dependent Allowances when Serving a COT	
Tour Change	Dependent Allowances
Unaccompanied to Unaccompanied	The dependent may be moved from a designated place to another designated place only on a PCS order and if authorized or approved by the Secretary concerned. This authority may not be delegated. The request must show that the dependent's movement is in the Government's best interest.
Unaccompanied to Accompanied	The dependent may be moved from a designated place to the Service member's new PDS if the dependent is command-sponsored prior to travel to the new PDS.
Accompanied to Unaccompanied	When a Service member serves an unaccompanied tour, par. 050806-D or 050814 applies. A Service member may leave a command-sponsored dependent at the old PDS when this location is authorized or approved through the Secretarial Process. Delegation may not be below the Service headquarters that directs the dependent transportation policies or procedures. This location is then a designated place and the Service member may receive station allowances at the with-dependent rate (see par. 9205-A1). A dependent is no longer command-sponsored once the Service member departs on a PCS order.
Accompanied to Accompanied	A dependent may be moved to the new PDS, if he or she was command-sponsored before travel, when a Service member serves an accompanied tour at the new PDS. A Service member assigned to a key billet and choosing to serve without dependents is authorized allowances for dependent travel and transportation to a designated place.

050810. Dependent Travel and Transportation for an In-Place COT (IPCOT)

This paragraph covers authorized dependent travel and transportation allowances for a Service member stationed OCONUS who is selected to serve an IPCOT. An IPCOT is not an extension; it is another full tour.

Table 5-24. Dependent Allowances when Serving an IPCOT	
Tour Change	Dependent Allowances
Unaccompanied to Accompanied	<ul style="list-style-type: none"> ● Dependent travel and transportation at Government expense from a designated place to the current PDS where the IPCOT will be served may be authorized or approved if the dependent is command-sponsored before travel to the current PDS. ● A Service member who gains a dependent after the PCS order's effective date, but before he or she begins an IPCOT, is authorized dependent travel and transportation allowances to the current PDS where the IPCOT will be served if the dependent is command sponsored before travel to the current PDS. Travel and transportation allowances are authorized from the place where the dependent is located to the current PDS.
Accompanied to Unaccompanied	<p>A dependent may remain at the current location or may be authorized to move to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:</p> <ul style="list-style-type: none"> ● The Service member was a legal resident of that area before entering active duty. ● The Service member's spouse was a legal resident of that area at the time of marriage. ● The Service member was called to active duty from that area. ● The area is the Service member's HOR. ● Authorization or approval through the Secretarial Process.
Accompanied to Accompanied	<p>A Service member who gains a dependent after the PCS order's effective date but before beginning an IPCOT is authorized dependent travel and transportation allowances from the place where the dependent is located to the current PDS where the IPCOT will be served if the dependent is command-sponsored before travel to the current PDS.</p>

050811. Consecutive Tours OCONUS for A Service Member with A Non-Command-Sponsored Dependent

A Service member ordered on a PCS between PDSs OCONUS, who has a non-command-sponsored dependent at or near the old PDS, is authorized dependent travel and transportation allowances if the Service member is to serve an accompanied tour at the new PDS OCONUS. A Service member who was authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is authorized actual dependent travel performed, limited to the allowances from where the dependent was last moved at Government expense. A Service member who was not authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is limited to the travel and transportation allowances from the point of embarkation in the CONUS serving the old PDS to the new PDS.

050812. Consecutive Overseas Tour Leave

A. Eligibility

1. When a Service member is selected to serve a COT or an IPCOT, the Service member and his or her dependent may be eligible for COT leave. The Service member and the dependent must meet eligibility requirements to qualify for COT leave, and once qualified, may travel together, or may travel independently on separate trips. Table 5-25 specifies the eligibility requirements. [DoDI 1315.18](#) contains requirements for COT leave, including the specific requirements for a COT when the Service member is

assigned to Alaska or Hawaii.

Table 5-25. Eligibility for COT Leave	
Service Member	Service Member's Dependent*
<p>A Service member must be stationed OCONUS and ordered to one of the following:</p> <ul style="list-style-type: none"> ● An IPCOT. ● A COT for the designated tour at the new PDS and one of the following applies: <ul style="list-style-type: none"> ● One tour is unaccompanied. ● Both tours are accompanied and the total time to be served at the PDSs is equal to or greater than the sum of the unaccompanied tour lengths for the PDSs. 	<p>A dependent must meet all of the following criteria:</p> <ul style="list-style-type: none"> ● Be a dependent on the last day of the Service member's first tour at the old PDS OCONUS or is a dependent on the effective date of the PCS order to the new PDS OCONUS. ● Be command-sponsored for both tours. ● Be located at or in the vicinity of the Service member's old PDS OCONUS. If the dependent has been evacuated from the PDS, then the dependent must have been evacuated from the vicinity of the old PDS OCONUS. ● Accompany the Service member during both tours.
<p><i>*COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.</i></p>	

2. A Service member is in a travel status during direct travel between authorized locations. For other travel for personal convenience, other types of leave, and administrative absence, a Service member's travel status is limited to the constructed travel time that is equal to the time required for direct travel between authorized locations by available transportation. See par. 050205 and DoDI 1327.06, Leave and Liberty Policy and Procedures.

B. Allowances. An eligible Service member for his or her travel, and on behalf of an eligible dependent, is authorized PCS travel and transportation allowances between authorized locations. Transportation and other reimbursable expenses between the Service member's PDS and the authorized air terminal may be reimbursed as local transportation as specified in Chapter 2. [Computation Examples](#).

1. City Pair Program airfares are authorized for use between the authorized locations.
2. Travel between authorized locations is from:
 - a. the old PDS OCONUS to an authorized destination and return to the old PDS OCONUS, if the Service member is serving an IPCOT.
 - b. the old PDS OCONUS to an authorized destination, and then to the new PDS OCONUS.
 - c. the old PDS OCONUS to an authorized destination and returning to the old PDS OCONUS before going to the new PDS OCONUS *only* when the Service member or dependent drives a POV to the new PDS OCONUS.
 - d. the new PDS OCONUS to an authorized destination and return to the new PDS OCONUS when COT leave is deferred.
 - e. the old PDS to a designated place where a dependent is or was located if authorized or

approved through the Secretarial Process.

f. the place where a Service member or dependent is located, if either is temporarily absent from the PDS and begins COT leave from the place away from the PDS, to the authorized destination, and return to the appropriate location—either the old PDS or the new PDS. Travel and transportation is limited to the cost from the old PDS OCONUS to the authorized destination, and then to the new PDS OCONUS.

3. If the Service authorizes or approves the Service member to use a POV for COT leave transportation, a monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for a PCS is authorized. If the Service does not authorize the use of a POV for COT leave transportation, and the Service member or dependent uses a POV anyway, then the reimbursement is limited to the policy-constructed airfare.

C. Authorized Destination. The authorized destination is the Service member's HOR. Transportation to any other location is limited to the cost had the Service member or dependent traveled to the HOR.

1. If transportation to a selected alternate location is more expensive than transportation to the HOR, the Service member is financially responsible for the additional cost unless transportation to the more expensive alternate location is authorized or approved through the Secretarial Process.

2. If the Service member or dependent travels to a more expensive alternate location, and that location has not been authorized or approved through the Secretarial Process, then City Pair Program airfares cannot be used for transportation to or from the more expensive alternate location.

D. Scheduling COT Leave Travel.

1. Schedule to take COT leave between the tours OCONUS and in connection with PCS travel, if any.

2. When the Service member's HOR is in the CONUS, COT leave travel may be deferred until after PCS travel is completed only if the deferred travel is authorized or approved as specified in Service regulations.

3. When the Service member's HOR is OCONUS, he or she may elect to defer COT leave travel until after the PCS is completed.

4. When COT leave travel is allowed to be deferred it must be completed before the tour at the new PDS ends, unless the reason travel is deferred is due to duty in a contingency operation. If a dependent takes deferred COT leave, that dependent must have been located in the vicinity of the Service member's old PDS OCONUS while the Service member was at that old PDS. If the COT leave is not taken before the end of the tour, the authority for COT leave expires.

5. When COT leave is deferred due to duty in a contingency operation, the COT leave must occur within 1 year after the contingency operation duty ends.

a. The Service member is authorized COT leave from the new PDS OCONUS to an authorized location. The cost from the new PDS and return is limited to what it would have cost to travel to the HOR from the PDS from which deferred travel could not be taken and return.

b. The Service member cannot combine COT leave with any other leave or travel allowance while on the contingency operation unless the combination is in accordance with Service regulations or unless the Service member specifically requests, and is authorized by the Secretary concerned, to take the deferred COT leave with another leave or travel allowance.

E. Limitations

1. A Service member on a 12-month unaccompanied tour to a FEML location who extends for a consecutive second 12-month tour is eligible for only one funded-leave transportation program. The Service member may take COT leave or FEML, but not both.

2. COT leave must not be used as dependent student travel. That means the student cannot travel from the CONUS to the PDS OCONUS and then return to the CONUS using COT leave allowances.

3. The Service member or dependent cannot use a cruise or tour package for COT leave.

4. COT leave travel and transportation is not authorized if a Service member chooses 15 days of leave and transportation under the SR&R leave program, or either cash or 30 days of leave without funded transportation under the SR&R leave program.

050813. Dependent Travel and Transportation Due to a Service Member's Tour Extension

A Service member who is on a tour that is less than the specified tour length at a PDS, and whose tour length is extended due to unusual circumstances and the needs of the Service, may be eligible for dependent travel and transportation allowances. The Service member is authorized dependent travel and transportation allowances only when he or she did not move a dependent to that PDS initially due to the anticipated short time on that assignment. The allowance is from the place where the dependent is located to the current PDS, limited to the cost from the old PDS to the current PDS.

050814. Dependent-Restricted Tour

A. Eligibility. A Service member may receive dependent travel and transportation allowances when he or she is reassigned by a PCS order on a dependent-restricted tour.

B. Allowances. A Service member may leave the dependent at the current location or move the dependent from the old PDS, HOR, or PLEAD if it is the Service member's first PCS on active duty, to a designated place in:

1. The CONUS.

2. A non-foreign area OCONUS. For a move to a non-foreign area OCONUS, one of the following is required:

a. The Service member was a legal resident of that area before entering on active duty.

b. The Service member's spouse was a legal resident of that area at the time of marriage.

- c. The Service member was called to active duty from that area.
- d. It is the Service member's HOR.
- e. Authorization or approval through the Secretarial Process.

3. A location OCONUS at which the PCS order states the Service member is to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour under unusually arduous sea duty, as specified in par. 050907. The Service member must have sufficient time in service remaining to complete the dependent-restricted tour and the subsequent tour.

4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures.

a. For an Armed Forces' member, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse's native country in accordance with [DoDI 1315.18](#), "Procedures for Military Personnel Assignments."

b. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

c. A dependent residing in the same country as the Service member cannot be command-sponsored if moved there under this authority.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. A Service member is ordered from a dependent-restricted tour to a location where dependent travel is authorized. Dependent travel and transportation allowances are authorized to the new PDS from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location when the Service member receives the PCS order.
- b. The place the dependent was last moved at Government expense.

2. A Service member is on a dependent-restricted tour when the restriction against dependent travel to the Service member's PDS is lifted. Dependent travel and transportation allowances are authorized to the Service member's current PDS from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location on the date the restriction against dependent travel was changed.
- b. The place the dependent was last moved at Government expense.

050815. PDS Changed to a Dependent-Restricted Tour Location

When a Service member receives a PCS order to a PDS where dependent travel is authorized and that PDS is later changed to a dependent-restricted PDS, then this subparagraph provides authority for

dependent travel and transportation allowances to a designated place in accordance with par. 050814. See Chapter 6 for travel and transportation allowances involving an evacuation.

A. Change after an Order Is Received. When a change is implemented after the date the Service member first receives his or her PCS order but before the dependent begins travel from the Service member's old PDS, the authority for dependent travel and transportation allowances is determined in accordance with par. 050814-B.

B. Change after a Dependent Begins Travel. When a change is implemented after a dependent begins travel, indirectly or otherwise, on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized from the old PDS to the place where the dependent received notification of the change and from that place to a designated place authorized in par. 050814. Travel and transportation allowances are limited to those from the old PDS to the following:

1. The port of embarkation serving the Service member's PDS OCONUS and from the port of embarkation to a place authorized in par. 050814.

2. The home port of the ship and from the home port to a place authorized in par. 050814 in the case of a change in designation of the duty of a ship.

C. Change while the Dependent Is at a Designated Place. If the dependent is at a designated place authorized in par. 050814 where he or she was located under a prior order on the date he or she first received notification of the change, no dependent PCS travel and transportation allowances are authorized.

D. Change after a Dependent Leaves the Designated Place. When the change is implemented after the dependent begins travel from an authorized designated place on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized. Allowances are from that designated place to the location he or she first receives notification of the change and from that location to the previous or a new designated place. The authority is limited to that location from the designated place where travel began to the CONUS home port or the port of embarkation serving the Service member's PDS OCONUS and from that home port or that port of embarkation to the designated place last chosen.

E. Change while En Route from the Old PDS. When the change is implemented after the dependent begins travel and before the dependent arrives at or in the vicinity of the Service member's PDS OCONUS, dependent PCS travel and transportation allowances are authorized. Allowances are from the old PDS where travel begins, to the place where the dependent first receives notification of the change and from that location to a:

1. Designated place in the CONUS.
2. Temporary location OCONUS authorized or approved through the Secretarial Process.
3. Designated place in a non-foreign area OCONUS if authorized or approved through the Secretarial Process.

F. Change after the Dependent Arrives at the Service Member's Duty Location. When the change is implemented after the dependent arrives at the Service member's PDS or home port OCONUS, or is not known to the dependent until arrival at or in the vicinity of that PDS, dependent PCS travel and

transportation allowances are authorized to the same locations and under the same conditions as when a change is implemented while en route from the old PDS.

G. Subsequent Authority. A Service member authorized dependent PCS travel and transportation allowances is authorized dependent travel to the PDS, limited to the cost of travel from the place where the dependent was last transported at Government expense to the Service member's PDS, if any of the following circumstances apply:

1. The duty location changes from a dependent-restricted location or unusually arduous sea duty to one where dependent transportation is authorized.
2. The Service member is assigned to a location where dependent transportation is authorized.

H. Dependent Stays at a Place Where He or She Traveled.

1. When the dependent is in the CONUS, return transportation to the same or another PDS OCONUS may only be authorized when at least 12 months remain in the Service member's tour OCONUS following the later of either the dependent's estimated date of arrival at the PDS or the date command sponsorship is granted.

2. If the Service member chooses, the dependent may stay at the place where he or she traveled in accordance with this paragraph until further transportation is authorized. A dependent may stay at a temporary location OCONUS to which transported when the change is implemented while en route from the old PDS or home port (see par. 050815-E) only when authorized or approved through the Secretarial Process.

050816. Dependent Student Travel

A. Definitions. The following definitions are specific to this paragraph and apply to students in grade 9 and above.

1. Formal Education ([37 USC §490\(f\)](#)). A formal education is:
 - a. A secondary education, which is attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent.
 - b. An undergraduate college education.
 - c. A graduate education pursued on a full-time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of institution of higher education).
 - d. Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC §1002\(c\)](#) for the meaning of "postsecondary vocational institution"). Postsecondary education includes a full-time program accredited by an organization recognized by the Secretary of Defense (SecDef) at either of the following:

(1) University or college, including 2-year junior or community college, that offers academic courses leading to a degree.

(2) Nursing, performing arts, technical, or vocational institution leading to a degree, certification, or license.

2. Unmarried Dependent Child. An “unmarried dependent child” is a dependent child, as defined in Appendix A, who is under age 23 and meets one of the following conditions:

a. The child is enrolled in a school in the United States to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the United States for a period of 1 or fewer years.

b. Graduates, quits, or is separated from a school in the United States, who travels within 30 days following separation from the school. An extension to this time period may be authorized or approved through the Secretarial Process, based on extenuating circumstances (for example, dependent illness or an inability to schedule travel during peak travel periods), and meets the conditions in pars. 050401 and 050101.

B. Eligibility

Table 5-26. Eligibility for Dependent Student Travel	
Eligible	Ineligible
<p>A Service member permanently stationed OCONUS, who is authorized to have a dependent reside at or near the PDS or the home port of a ship OCONUS, is eligible for transportation of the minor dependent if either of the following apply:</p> <ul style="list-style-type: none"> ● His or her minor dependent attends a dormitory school operated by the DoD or selected for the student by the appropriate Department of Defense (DoD) Education Activity Regional Director. ● The dependent attends a school in the United States to obtain a formal education that is accredited by a state, regional, or nationally recognized accrediting agency or association recognized by SecDef. 	<p>Par. 050816-D does not apply to a Service member:</p> <ul style="list-style-type: none"> ● Assigned to a PDS in Alaska or Hawaii, or to a ship whose home port is in one of those states, who has an unmarried dependent child attending a school in Alaska or Hawaii. ● Assigned to a PDS in Alaska or Hawaii, or to a ship whose home port is in one of those states, who has an unmarried dependent child attending a school in the CONUS to obtain a secondary education. ● Who has an unmarried dependent child attending a Service academy as a cadet or midshipman. ● Who has an unmarried dependent child attending a school in the United States to obtain a secondary education, if the: <ul style="list-style-type: none"> ● Child is eligible to attend a secondary school for dependents that is located at or in the Service member’s PDS vicinity and is operated under the Defense Dependents’ Education Act of 1978 (20 USC §921). ● Service member is stationed in Puerto Rico or in Guam and the child is eligible to attend a DoD Domestic Dependent Elementary and Secondary Schools, formerly known as Section 6, secondary school, in the PDS or home port vicinity.

C. Allowances

1. Transportation. Transportation of the minor dependent is authorized between school and his or her residence. Authorized transportation is transportation in-kind, transportation reimbursement, or a MALT. Government or Government-procured transportation on a space-required basis should be used when possible. See Chapter 2 for official transportation.

2. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Transportation to a School in the United States.

1. Retained Travel and Transportation Authorization. A Service member who has a dependent student, who is separated from school in the United States and who has not previously traveled at Government expense to the Service member's PDS OCONUS, retains the authorization for dependent travel and transportation to the PDS OCONUS.

2. Transportation Allowances

a. A Service member is authorized one annual round trip for each dependent student at any time within a fiscal year (October 1 to September 30) between the Service member's PDS OCONUS and the dependent student's school in the United States when a Service member meets both of the following conditions:

(1) Permanently stationed OCONUS.

(2) Accompanied by a command-sponsored dependent at or in the Service member's PDS vicinity (or home port of the home port when the Service member is assigned to a ship with a home port OCONUS) unless the only dependents are unmarried dependent children under age 23 attending school in the United States to obtain a formal education.

b. A dependent student who is attending a school outside the United States for 1 year or less under a program approved by the school in the United States where the dependent is enrolled is authorized one annual round trip between the OCONUS school being attended and the Service member's PDS OCONUS. Reimbursement is limited to the transportation allowances for that dependent's annual round trip between the school in the United States and the Service member's PDS OCONUS.

3. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations, such as mandatory layovers, unscheduled stops, physical incapacity, or similar circumstances, is authorized.

b. Reimbursement is determined using the locality per diem lodging rate at the location of the interruption.

c. If another entity, such as an airline, pays for the overnight lodging expense, no additional reimbursement is authorized, except for lodging expenses above that paid by the airline and within the locality per diem lodging rate for the expense location.

d. Lodging tax on the authorized payment is payable in a location in the CONUS and in

a non-foreign location OCONUS.

4. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days due to an unusual or emergency circumstance, such as an early or late holiday recess or school closing.

5. Travel to a Location Other than the Service member's PDS OCONUS or Home Port

a. Travel to a location other than the Service member's PDS OCONUS or home port may be authorized if the Service member states in writing to the AO that travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the Service member's PDS OCONUS or home port by the authorized transportation mode.

6. Transoceanic Travel

a. When Air-Mobility Command (AMC) service is reasonably available, transoceanic travel must be on a space-required basis by AMC, unless air travel is medically inadvisable. Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available. When air travel is medically inadvisable, reimbursement is limited to the least costly first-class, passenger accommodations provided by a Travel Management Center (TMC) on a commercial ship.

b. When AMC is not reasonably available, use Government-procured air transportation from a TMC for the transoceanic travel portion. Reimbursement is allowed for transoceanic, and other air and rail, travel at personal expense when AMC service is unavailable, limited to the amount the Government would have paid for Government-procured transportation.

c. Reimbursement is authorized for transportation when Government or Government-procured transportation is not available, limited to the policy-constructed airfare over the direct route between the origin and destination.

7. Other Travel. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 2.

a. Overland travel should be by Government-procured transportation or at personal expense on a reimbursable basis if a TMC is not available.

b. When a POV is used, the TDY mileage rate is authorized, limited to the cost had a TMC provided Government-procured transportation.

c. Government-procured air transportation usually is furnished for the portion of the travel within the United States.

8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported for each authorized trip between the school and the Service member's PDS. The Service member is financially responsible for any overweight unaccompanied baggage during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the Service member's PDS, or during a different period in the same fiscal year selected by the Service member, a Service member may store the student's unaccompanied baggage, limited to 350 pounds, in the school vicinity in lieu of transporting the unaccompanied baggage. The Service concerned may pay, or a Service member may be reimbursed for, the storage cost, limited to the cost of round-trip transportation for unaccompanied baggage.

0509 PCS in Connection with Ships and Sea Duty Home port

When the new PDS is a ship, the locality per diem rate is based on the location where the ship is boarded. If the ship is at sea, then the locality per diem rate is based on the last location that the ship departed. See [Computation Examples](#)

050901. Ship, Mobile Unit, or Organization Undergoing a Home Port Change

A Service member assigned to a unit undergoing a home port change may be eligible for PCS allowances as specified in Table 5-27. Travel must begin within 1 year from the effective date of the home port change, unless the time limit is specified otherwise in Table 5-26 or extended through the Secretarial Process.

If...	Then...
a Service member is unable to travel to the new home port or PDS with his or her organization for reasons acceptable to the Service,	the Service member is authorized PCS allowances to later join the organization under a proper order.
a unit's home port is changed and the mobile unit or ship is at the old home port,	a Service member may be authorized PCS allowances from the old home port to the new home port and return to the unit by way of any TDY location.
a unit's home port changed,	a Service member may be authorized PCS allowances to the old home port and then to the new home port by way of any TDY locations.
a Service member is on leave from a deployed unit whose home port is changed,	PCS allowances begin from the leave point to the old home port and continue to the new home port. This is limited to the allowances authorized had the Service member started from the unit's location when he or she departed on leave rather than from the leave point.
a unit is ordered to a new home port or PDS and a Service member assigned to it is unable, due to mission requirements, to assist with the move of HHG or a POV, or to accompany dependents, to the new location before the effective change date,	he or she may return from the new home port to the old home port after the effective change date to move HHG or a POV, or to accompany dependents, to the new home port. <ul style="list-style-type: none"> ● Travel must begin within 180 days after the effective date of the home port change and before the order expiration date. ● Requests for travel commencing after 180

Table 5-27. PCS Allowances for a Service Member Undergoing a Home Port Change	
If...	Then...
	days must be authorized or approved through the Secretarial Process. <ul style="list-style-type: none"> • This does not apply in the case of a home port change announcement or when a unit's home port is officially changed.
a Service member assigned to a mobile unit or ship is undergoing a home port change,	he or she may travel to a place other than the old or new home port, limited to the PCS allowances otherwise specified in this table and Table 5-28.

050902. Service Member Ordered on a PCS to or from a Ship or Mobile Unit Operating away from Its Home Port

A. Eligibility. A Service member on PCS orders to or from a ship or mobile unit operating away from its home port or PDS may be eligible for travel and transportation allowances.

B. Allowances. Allowances for an eligible Service member are specified in Table 5-28.

Table 5-28. PCS Allowances for a Service Member Ordered to or from a Ship or Mobile Unit Operating away from Home Port	
If...	Then...
a Service member is ordered on a PCS from a unit that is away from its home port or PDS,	he or she may be paid PCS allowances from the location where PCS travel begins to the new PDS via the old home port or PDS and any TDY locations.
a Service member is ordered on a PCS from a unit undergoing a home port change and detaches after the home port change effective date,	he or she may be paid PCS allowances from the unit to the new PDS via the old home port or a designated place, if applicable, and any TDY locations.
a Service member is ordered on a PCS to a unit that is away from its home port or PDS,	he or she may be paid PCS allowances from the old PDS to the new unit via its home port, PDS, and any TDY locations.
a Service member is ordered on a PCS to a unit whose home port change has been announced and he or she travels to the new home port before or after the effective date of the home port change,	he or she may be paid PCS allowances from the old PDS to the unit via the new home port and any TDY locations.
a Service member is ordered on a PCS to a newly commissioned ship and the ship's announced home port is different from the Service member's old PDS,	the Service member may be paid PCS allowances to the old PDS or home port, then to the ship's announced home port via any TDY locations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. Travel must begin within 1 year from the ship's commissioning effective date.

050903. Dependent Travel when a Service Member Assigned to a Ship or Mobile Unit is Undergoing a Home Port Change or Unit Move

A. Eligibility. A Service member’s dependent may be eligible for travel and transportation allowances when the Service member is assigned to a ship or mobile unit and undergoing a change in home port or unit move. A “home port change announcement” is an order modification until the PCS order is amended, modified, canceled, or revoked.

B. Allowances. Allowances for an eligible dependent are payable as specified in Table 5-29.

Note: When determining dependent travel and transportation allowances, a mobile unit or ship-based staff with an assigned home port (as opposed to an assigned PDS) has the same status as a ship with an assigned home port.

Table 5-29. Dependent Travel and Transportation Allowances during a Home Port Change	
If...	Then...
a Service member’s unit is specified as unusually arduous sea duty and the home port change is due to completion of an overhaul,	on the effective date of the home port change, dependent travel and transportation allowances are authorized from the old home port or designated place to the new home port or designated place.
a Service member’s home port change involves unusually arduous sea duty and the dependent travels from the old home port or a designated place to somewhere other than the new home port,	the dependent’s travel is limited to allowances from the old home port or designated place to the new home port.
a Service member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes,	the dependent travel and transportation allowances are authorized from the old home port to the new home port.
an official announcement has been made designating a home port change,	travel and transportation allowances for a dependent may no longer be paid to the old home port in connection with a PCS order to the unit at that old home port. This may include a Service member who delayed dependent travel or transportation to the old home port or is issued a PCS order to the unit naming the old home port after the home port change was announced. It does not affect allowances for a dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date of the announcement.
a Service member delays travel due to mission requirements and is unable to assist with moving his or her HHG or a POV, or cannot accompany dependents to the new home port,	only the Service member, not the dependents, is allowed to travel from the new home port back to the old home port after the effective change date of the home port change.

E. Home Port Change

1. Unusually Arduous Sea Duty. When on duty with a unit specified as unusually arduous sea duty on the home port change effective date, a Service member is authorized dependent travel and transportation allowances from the old home port or designated place to the new home port if the home port change is due to commencement of an overhaul to be performed at the new home port. If travel is from:

a. The old home port to a location other than the new home port, par. 050408 applies.

b. A designated place to a location other than the new home port, the dependent travel and transportation allowances are limited to travel directly from the designated place to the new home port by a usually traveled route.

2. Completion of an Overhaul. When on duty with a unit undergoing a home port change due to a ship overhaul, a Service member is authorized dependent travel and transportation allowances from:

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

(1) A location other than the old home port to the new home port, par. 050408 applies.

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

b. The old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not due to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port for a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled, or revoked.

1. A dependent transported after a PCS order is received and who is in transit or in an otherwise irreversible transportation status on the date the announcement was made can receive PCS allowances to continue on to the old home port.

2. A Service member who has delayed dependent travel or transportation to the old home port, or been issued a PCS order to the unit naming the old home port after the home port change has been announced cannot receive dependent allowances to the old home port.

050904. Dependent Travel when a Service Member Transfers to, from, or Between Sea Duty Assignments Not Specified As Unusually Arduous Sea Duty

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

B. Travel and Transportation not Authorized. Except for assignments involving duty on a dependent-restricted tour or unusually arduous sea duty, dependent PCS travel and transportation allowances are not authorized when the old and new PDS are the same ([B-185099, June 1, 1976](#)).

050905. Ship Being Constructed or Undergoing Overhaul or Inactivation

A. Dependent Allowances. A dependent may be provided transportation, specified in this paragraph, but no per diem or reimbursement for meals and lodging, to the overhaul or inactivation port when the dependent resides in the area of the home port or former home port. The term “area” means places surrounding the home port from which personnel customarily commute daily to the home port. The dependent’s travel is limited to what it would cost for a Service member to travel round trip on Government-procured, commercial transportation. This dependent travel would replace the Service member’s travel. One of the following circumstances must be met:

1. The Service member is on duty aboard a ship being overhauled or inactivated at a place other than its home port.
2. The Service member is on duty aboard a ship being overhauled or inactivated if the home port is changed to the port of overhaul or inactivation.

B. Timing. A dependent must not be provided transportation under this paragraph unless the Service member has been assigned to the ship for more than 30 consecutive days. All travel authorized under this paragraph must begin before the ship departs from the overhaul or inactivation port. Dependent travel, instead of the Service member’s travel, may be provided on or after the 31st day after the date the ship enters the overhaul or inactivation port or after the date the Service member becomes permanently assigned to the ship, whichever occurs later. An additional trip may be provided every 60th day thereafter. A dependent who is authorized a round trip before using a prior authorization does not lose a previously earned authorization.

C. Ship’s Home Port Changed. When the ship undergoes a home port change to the overhaul or inactivation port, the dependent is authorized travel between the ship’s former home port and the overhaul or inactivation port instead of PCS allowances if, due to personal situations, the dependent is not relocated to the overhaul or inactivation port, such as a dependent receiving medical care and no similar facility exists at the overhaul or inactivation port.

D. Ship’s Home Port not Changed. When the ship’s home port is not changed, dependent travel is authorized between the home port and the overhaul or inactivation port unless the Service member has elected personal travel under par. 031102, in which case dependent travel specified in this paragraph is not authorized. The Service member has the option to alternate travel, such as Service member, dependent, Service member, each time the authority becomes available. Dependent travel specified in this paragraph is limited to the cost of Government-procured, round-trip travel for the Service member.

E. Dependent Travel while the Ship Is Being Constructed

1. The dependent of a Service member may be provided or reimbursed for round-trip transportation when all of the following apply to the Service member:
 - a. He or she is assigned to permanent duty in conjunction with the construction of a ship.
 - b. His or her duty location is not the ship’s designated future home port or area where the

dependent resides.

2. Travel can be to the construction port from either the site of the ship's future home port or the area where the dependent resides. If the Service member has elected personal travel under par. 031102, dependent transportation specified in this paragraph is not authorized. A Service member has the option to personally travel or substitute dependent travel each time the authority becomes available.

3. Authorization for transportation accrues on or after the 31st consecutive day after the date the Service member is permanently assigned to the ship. An additional trip may be provided every 60th day thereafter. A dependent who receives authorization for a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel specified in this paragraph must begin before the ship departs the construction port.

F. Transportation Allowances. The standard travel and transportation allowances specified in Chapter 2 apply. The transportation is limited to the cost of Government-procured, commercial round-trip air transportation between the Service member's home port or former home port and the ship's overhaul or inactivation port.

050906. Sea Duty Changed to Unusually Arduous Sea Duty

When there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, then follow the provisions in par. 050815 for dependent travel and transportation allowances to a designated place.

050907. Unusually Arduous Sea Duty or Sea Duty Specified OCONUS of 1 Year or More

A. Eligibility. A Service member may be eligible for dependent travel and transportation allowances when he or she is:

1. Assigned by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty.

2. Permanently assigned to a ship or afloat staff *on* the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

3. Assigned by a PCS order to a ship, afloat staff, or afloat unit *after* the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

B. Allowances. Dependent travel and transportation allowances are authorized from the old PDS to the new PDS. If the new PDS is a dependent-restricted tour, or to a ship or afloat staff specified as in an area OCONUS for an expected continuous period of 1 year or more, then the allowances are authorized to a designated place as specified in par. 050814-B.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. If the Service member is reassigned from a specified ship, afloat staff, or an afloat unit, then allowances are authorized from the dependent's location on receipt of the PCS order or from the

place the dependent was last moved at Government expense—whichever results in the least reimbursement—to the PDS. This does not apply when the Service member is serving a dependent-restricted tour at the new PDS or another specified ship, afloat staff, or afloat unit.

2. If the Service member is on permanent duty aboard a ship or on an afloat staff when the ship or staff is relieved from unusually arduous sea duty or relieved from the specified continuous overseas duty of 1 year or more, then the allowances to the PDS are from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location on the date the ship or afloat staff changes status.
- b. The place the dependent was last moved at Government expense.

3. A Service member is authorized dependent travel and transportation allowances, including when the home port of the old ship, afloat staff, or afloat unit and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

0510 Retirement and Separation

051001. Eligible Retirees and Separated Service Members

A Service member must actually travel to the appropriate location to be eligible for travel and transportation allowances specified in this Section when any of the following occur:

- A. Discharge, resignation, or separation under honorable conditions.
- B. Release of an RC member from active duty, including active duty for training, if the Service member has served 20 or more weeks at one location.
- C. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve.
- D. Retirement.
- E. Temporary disability retirement.
- F. Discharge or separation from military duty under conditions other than honorable.

051002. Service Member Separates or is Released from Active Duty, Excluding a Discharge with Severance or Separation Pay

A Service member on active duty who separates or is released from the Service, unless otherwise specified in this Section, may be eligible for PCS travel and transportation allowances for his or herself and for a dependent. The Service member must have a break in service of at least 1 day and actually travel. A Service member is authorized travel from the last PDS to his or her HOR or PLEAD. A dependent is authorized travel from the PDS or place where he or she was last transported at Government expense to the HOR or PLEAD, whichever the Service member selects. A different location may be selected or travel may be between other locations. However, reimbursement is limited to the amount that would have been paid if the Service member had traveled from the last PDS to the HOR or PLEAD. See Part C for HHG transportation.

A. Officer HOR Correction. An officer whose HOR was incorrectly indicated as the place where he or she was serving instead of the actual HOR is authorized dependent PCS travel and transportation allowances to the correct HOR when relieved from active duty if the Service member meets the following criteria:

1. The HOR was incorrectly listed when he or she was commissioned from an enlisted grade, commissioned in the regular Service while serving on active duty as an RC member, or accepted a new commission in an RC without a break in service.

2. The officer certifies that the duty location or local area was designated in error as the HOR at the time of commission, and the home the Service member declares was the Service member's HOR at the time of commission.

B. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to be released from active duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOR or PLEAD and receive PCS travel and transportation allowances. However, reimbursement is limited to the amount payable had the Service member been ordered to travel to, and separated at, the appropriate separation location as determined by the Service.

2. Is authorized per diem or an actual expense allowance (AEA) away from the PDS during separation processing at the alternate station. The National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

C. RC Member Released. Dependent PCS travel and transportation allowances are not authorized for an RC member who is released from active duty after he or she is ordered to active duty for either of the following:

1. Less than 20 weeks, including active duty for training.
2. Training for 20 weeks or more at multiple locations, but the active duty is performed less than 20 weeks in any one location.

D. Continuing or Re-Entering Service. A Service member who separates or is released from active duty and then continues or re-enters Service may be authorized the travel and transportation allowances specified below.

1. Separating to Continue in Service. If a Service member separates or is released from active duty specifically to continue in another Service or in the same Service, as is the case in a re-enlistment, and must relocate on a PCS order, then PCS travel and transportation allowances for the Service member and dependent are authorized. If the Service member does not have to relocate to continue service, then travel and transportation allowances are not authorized.

2. Re-Entry into Service at Same Location Where Separated. PCS Travel and transportation allowances are not authorized for a Service member who separates or is released from the Service at the

end of his or her enlistment or term of service and then re-enters the Service at the same location where he or she separated or was released with no change in the PDS.

E. Service Member Receives a Discharge or Separation Order While on Leave. A Service member who travels on leave at personal expense and receives a DD214, "Certificate of Release or Discharge from Active Duty," or a separation order during his or her leave is authorized PCS travel and transportation allowances. These allowances are paid from the Service member's last PDS and not the leave location.

F. Service Member Awaiting Disability Proceeding Results. A Service member is authorized PCS travel and transportation allowances:

a. To travel to a Government-ordered location, after signing a release not to contest the results of the initial physical evaluation board, and meets all of the following criteria:

(1) Found unfit by a physical evaluation board to perform the duties of the Service member's grade.

(2) Not authorized a home of selection (HOS) move.

(3) Ordered to that location for the Government's convenience until the disability proceedings are complete.

b. From the Government-ordered location to the location specified in the next issued order once a final disposition is reached in the disability proceedings.

c. For a dependent to the Government-ordered location even if a disability separation order or other order is issued.

d. For a dependent from the PDS—the PDS where the Service member received the order to proceed to the Government-ordered location—to that Government-ordered location and from there to the HOR or PLEAD when released from active duty. However, the dependent's travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOR or PLEAD.

G. Service Member Selected for Undergraduate Program. An enlisted Service member who is selected to pursue an undergraduate degree through the Reserve Officers Training Corps (ROTC) and separates from the Service due to that selection is authorized PCS travel and transportation allowances to the college. The Service member may choose dependent PCS travel and transportation allowances to the college, the HOR, or the PLEAD

H. Service Academy Cadet or Midshipman. A cadet or midshipman, including a graduated cadet, who resigns, is dismissed, or is discharged is authorized standard PCS allowances for travel from the Service academy to the abode, home, or PDS, as appropriate.

I. Service Member Contracts with an RC. A Service member who separates from active duty to continue military service through a signed contract in an RC, may be authorized PCS travel and transportation allowances through the Secretarial Process to the designated Selected Reserve PDS, instead of limiting costs to the HOR or the PLEAD.

1. This authority does not apply to a Service member who is separated or relieved from active duty and has served less than 90% of the enlisted active-duty period.

2. No additional travel and transportation allowances are authorized once the RC contract is terminated.

J. Service Member Served Less Than 90% of Enlistment or Commitment. A Service member who is separated from the Service or released from active duty and has served less than 90% of his or her initial active-duty enlistment or initial service commitment receives no per diem for travel. The Service member is authorized the same transportation for the dependent transportation that he or she receives, but no per diem. Transportation allowances for the Service member and dependent are limited to transportation in-kind by the least costly mode available or, if transportation is personally procured, reimbursement is limited to the amount the Government would have paid for the least costly mode of transportation. Exceptions to this policy include Service members who are:

1. Retired due to a physical disability.

2. Placed on the Temporary Disability Retired List (TDRL) under [10 USC, Chapter 61](#), regardless of the length of time served.

3. Retired with pay for any reason after serving at least 8 years of continuous active duty with no break of more than 90 days.

4. Transferred to the Fleet Reserve or Fleet Marine Corps Reserve.

5. Separated or released from active duty by the Secretary concerned due to either of the following:

a. A medical condition affecting the Service member.

b. A reduction in service time and under honorable conditions.

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

K. Time Limitations for Separation. A Service member and his or her dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Service or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Service member, a time-limit extension may be authorized or approved for a specific time through the Secretarial Process. The request for a time-limit extension must include the following:

1. A description of the circumstances that prevent travel within the 180 days, the specific amount of additional time requested, and an acknowledgement that the extension is not being granted merely to accommodate personal preference or convenience. The extension must be for the shortest time appropriate under the circumstances.

2. An extension cannot be authorized or approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty or retirement, or from the date the Service member's dependent receives an official notice that the Service member is dead, injured, missing, interned, or captured. The only time the 6 years may be exceeded is when a Service member's certified on-going medical condition prevents relocation of the dependent for longer than 6

years from the notification date.

051003. Service Member on Active Duty who Retires, is Placed on the TDRL, is Discharged with Severance or Separation Pay, or is Involuntarily Released with Readjustment or Separation Pay and Associated Dependent Travel

A. Eligibility

1. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is on active duty and meets any of the following conditions:

a. Retired for a physical disability or placed on the TDRL, regardless of the length of service.

b. Retired with pay for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, after serving at least 8 years of continuous active duty with no single break of more than 90 days.

c. Separated with severance or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.

d. Involuntarily released with readjustment or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.

2. The Service member's PCS travel and transportation allowances are authorized from the last PDS to a home that he or she selects, known as an HOS. The dependent's PCS travel and transportation allowances are from the last PDS, or the place where the dependent was last transported at Government expense, to the HOS.

B. Selecting an HOS. The Service member may select a home that is:

1. Any place in the United States.

2. His or her HOS outside the United States or the place outside the United States from which the Service member was initially called or ordered to active duty.

3. Any other place. Reimbursement is limited to the PCS travel and transportation allowances to a location in the CONUS that the Service member selects.

a. Compare the cost of travel and transportation to the actual HOS to the cost that would have been incurred had the Service member traveled to the selected location in the CONUS.

b. The Service member is paid the lesser of the actual cost or the constructed cost.

Note: Once a home is selected, that selection is irrevocable if transportation in-kind is furnished and used or if travel and transportation allowances are received after travel is completed.

C. No HOS

1. A Service member is not authorized an HOS and may only be reimbursed PCS travel and

transportation allowances to either the HOR or the PLEAD, but not to an HOS, when the Service member:

- a. Is retired without pay.
- b. Has less than 8 years of continuous active-duty service before retirement and retires for any reason other than a physical disability.
- c. Has less than 8 years of continuous active-duty service before discharge with severance or separation pay.
- d. Is involuntarily released to inactive duty with readjustment or separation pay.

2. A Service member may be reimbursed dependent PCS travel and transportation allowances from the last PDS to an HOR, or to a place where the dependent was last transported at Government expense.

D. Dependent Travels to Different Place. A Service member who is authorized to travel to an HOS and travels within the specified time frame, but whose dependent travels to a home other than the Service member's HOS is authorized dependent PCS travel and transportation allowances. These allowances are limited to what it would have cost the Government had the dependent traveled from the Service member's last PDS, or from the place where the dependent was last transported at Government expense, to the Service member's HOS.

- 1. A dependent must travel within 1 year after the Service member's active-duty termination unless the time limitation is increased through the Secretarial Process.
- 2. A Service member who did not move the dependent at Government expense during the current tour of duty is still authorized dependent travel from the HOR.
- 3. A Service member may elect dependent travel to his or her HOR or PLEAD outside the United States.

E. Recall to Active Duty. A Service member who retires is subject to recall to active duty. Table 5-30 contains allowances for both the Service member and his or her dependent when the Service member finishes the active duty after the recall.

Table 5-30. Service Member Recalled to Active Duty after Retirement or Separation	
When Recalled to Active Duty	Allowances Authorized
Before Traveling to an HOS	<ul style="list-style-type: none"> • Service member and dependent PCS travel and transportation allowances from the last PDS to an HOS upon termination of active duty. • The travel to the HOS must begin within 1 year after the last release from active duty unless authorized an extension as specified in par. 051003-I.
After Traveling to an HOS	<ul style="list-style-type: none"> • Service member and dependent PCS travel and transportation allowances upon termination of active duty under honorable conditions. • The Service member may elect to return to the previous HOS or to the PLEAD. The dependent travel and transportation allowances are to whichever the Service member chooses. • The travel to the HOS must begin within 1 year after the Service member's

	last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.
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F. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to retire from active duty or be released to inactive duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service's policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOS.
2. Is reimbursed the amount payable had the Service member retired or been released to inactive duty at the normally established out-processing station.
3. Is authorized per diem or AEA appropriate for the processing station away from the PDS during processing for retirement or while undergoing release to inactive duty.

Note: The NOAA Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

G. Service Member Awaiting Disability Retirement. A Service member and his or her dependent are authorized PCS travel and transportation allowances to travel to a Government-ordered location when the Service member is awaiting disability retirement and both of the following circumstances apply:

1. A physical evaluation board determines the Service member is unfit to perform the duties of his or her grade.
2. The Service member is ordered to the Government-ordered location for the Government's convenience until the disability retirement proceedings are complete. Once a final disposition is reached in the disability retirement proceedings, the Service member and his or her dependent are authorized PCS travel and transportation allowances under the retirement order, or other order if issued, from the Government-ordered location to his or her HOS (32 Comp. Gen. 348 (1953)). The dependent's travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOS.

H. Service Member on a TDRL Discharged or Retired

1. A Service member who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on a TDRL is not authorized any PCS travel and transportation allowances in addition to those that the Service member was already paid for travel to the HOS when the Service member was placed on the TDRL.
2. A Service member who is discharged with severance pay or who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on the TDRL is not authorized additional dependent travel and transportation allowances.

I. Time Limitations for Travel to the HOS. A Service member and dependent must begin travel to an HOS within 1 year of the Service member's termination from active duty unless additional time is authorized or approved through the Secretarial Process.

1. Exceptions to this policy are as follows:

a. A Service member and his or her dependent are authorized PCS travel and transportation allowances from the last PDS to an HOS when the Service member is either confined in or undergoing treatment at a hospital. The Service member and dependent must begin travel from the hospital or medical facility within 1 year after discharge or termination of medical treatment.

b. A Service member who has not yet traveled to an HOS within 1 year after his or her active-duty termination date and becomes confined in or undergoes treatment at a hospital during that 1-year period is authorized additional time for PCS travel and transportation allowances from the last PDS to an HOS. The Service member and dependent's initial 1-year limit is extended by the number of days spent in the hospital.

c. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is attending training or receiving education on his or her active-duty termination date to qualify for civilian employment. The Service member is authorized to travel from the last PDS to an HOS. His or her dependent is authorized to travel to the HOS. A Service member who begins qualification training and then becomes confined to, or undergoes treatment at, a hospital is also authorized to travel from the last PDS to the HOS. The Service member and dependent must travel within 1 year after the training or education is completed or 2 years from the active-duty termination date, whichever occurs first.

d. If a Service member is prevented from traveling due to an unexpected event that is beyond the Service member's control and is related to the Service member's separation from the Service, the 1-year time limit applies for both the Service member and dependent's travel unless extended through the Secretarial Process. Any extension must be in the Service's best interest or substantially benefit the Service member, and is not costly and does not have an adverse impact to the Service.

2. A Service member must request all extensions in writing using the Secretarial Process. An extension may not be for more than 6 years from the date of retirement. The request must include the following:

a. A description of the circumstances that prevent travel within the specified time period.

b. The specific amount of additional time required. An extension should be for the shortest time necessary based on the circumstances. The 6-year limit may only be extended for travel to the HOS if a Service member has a certified and on-going medical condition.

051004. Service Member Discharged from the Service under Other than Honorable Conditions

A. Eligibility. A Service member who is discharged from the Service under other than honorable conditions may be authorized limited transportation allowances.

B. Allowances. An eligible Service member may be authorized the least expensive transportation by airplane, train, bus, or ship at Government expense, but *not per diem*. If the AO does not provide Government procured transportation, then the Service member may be reimbursed for personally procured transportation up to the least-expensive cost the Government would have incurred for transporting him or her. Table 5-31 specifies the authorized destinations and travel allowances when a

Service member is discharged or released.

Table 5-31. Authorized Destinations and Allowances upon Discharge or Release	
If...	Then...
a Service member has not been confined,	he or she is authorized to travel to either his or her HOR or PLEAD.
a former Service member is released or paroled from a U.S. military confinement facility,	he or she is authorized transportation allowances from the place of confinement to the HOR, PLEAD, or Service-approved place of residence as a parolee.
a former Service member is released or paroled from a non-U.S. military confinement facility OCONUS,	he or she is authorized transportation allowances to the port of embarkation in the country of the Service member's HOR or PLEAD from either the place of release from confinement or from the U.S. military facility nearest the place of confinement.
a former Service member is released or paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,	he or she is not authorized transportation.
either the Service member's commanding officer or other proper authority authorizes or approves a destination other than the HOR or PLEAD*,	the Service member may be authorized transportation allowances to that destination from the place of separation, parole, or release.
a convicted Service member is waiting for the completion of an appellate review of his or her court martial sentence,	this transportation is the final separation travel unless the Service member is restored to duty. When a dependent travels at Government expense under this paragraph, such travel constitutes final separation travel unless the Service member is restored to duty (63 Comp. Gen. 135 (1983)).
the completion of an appellate review results in the convicted Service member being restored to duty,	he or she and a dependent are authorized PCS travel and transportation allowances to his or her PDS from the place where transportation was authorized when he or she was placed on appellate leave.
*The cost of the Government transportation is limited to the transportation cost to the Service member's HOR or PLEAD.	

051005. Dependent Travel and Transportation Related to a Court Martial Sentence or Administrative Discharge under Other than Honorable Conditions (for a Service Member Stationed in the CONUS)

A. Eligibility. A Service member, with dependent, stationed in the CONUS, is authorized dependent PCS travel and transportation allowances, if the Service member:

1. Is sentenced by a court martial to any of the following:
 - a. Confinement for more than 30 days.
 - b. Receive a dishonorable or bad conduct discharge.

c. Dismissal from a Uniformed Service.

2. Receives an administrative discharge under other than honorable conditions.

B. Allowances. The standard PCS travel and transportation allowances are authorized for the dependent by a Service-designated authority who determines the destination and that a reasonable relationship exists between the conditions or circumstances in the specific case and the authorized destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. Travel may be requested by the Service member, the Service member's spouse, or another dependent if the Service member has no spouse, or the spouse is unavailable. Dependent travel must begin within 180 days from either the date the court martial is completed or the date of administrative discharge, except when additional time is authorized or approved through the Secretarial Process.

C. Reimbursement Payment. Travel reimbursement may be paid to the Service member or to a dependent or ex-spouse, when the Service member authorizes payment to either of them (B-193430, February 21, 1979).

051006. Restrictions on a U.S. Public Health Service (USPHS) or National Oceanic and Atmospheric Administration (NOAA) Corps Service Member

A. U.S. Public Health Service (USPHS). A USPHS Service member may be denied any or all travel and transportation allowances at the discretion of the Assistant Secretary for Health or through the Secretarial Process when he or she chooses to separate or resign from USPHS in any of the following circumstances:

1. Before completing 2 years of continuous active duty.
2. Before completing a period of active duty agreed to in writing.
3. Without following the Service's policy for separation or release from active duty.

B. NOAA. A NOAA Service member may be denied any or all travel and transportation allowances at the discretion of the Secretary of Commerce when he or she chooses to separate or resign from the Service before completing 3 years of service from the date he or she was appointed in the NOAA Corps.

051007. Voided Enlistment

A Service member who is released or discharged from active duty due to a voided enlistment is eligible for travel allowances. Each Service may issue regulations requiring the use of Government or Government-procured transportation and meal tickets for this travel. If the Service has not issued such regulations, the Service member is authorized standard PCS travel and transportation allowances. The travel and transportation is authorized from the place of release or discharge to the HOR or PLEAD, as the Service member chooses.

051008. Pilot Program Permitting Service Members to be Inactivated from Active Duty

A. Eligibility. The Service Secretary of each branch of Service is authorized to implement a

pilot program to enhance retention in the military service and allow the Service member to meet personal or professional needs. The program allows a Service member of the Regular Component or the active Guard or Reserve to be inactivated and placed in the Ready Reserve.

1. A Service member must return to active duty within 3 years of release into the pilot program or by December 31, 2022, whichever comes first.

2. The pilot program became effective in 2009 and will continue through 2019 as authorized in [Public Law \(P.L.\) 110-417](#) and amended by [P.L. 112-81](#), [P.L. 112-239](#), [P.L. 113-291](#), and [P.L. 114-92](#).

B. Allowances. A Service member who is chosen for the pilot program receives PCS travel and transportation allowances:

1. To his or her HOS of choice in the CONUS when released from active duty into the program.

2. From his or her PLEAD, when returning to active duty. However, transportation allowances from the PLEAD are limited to the cost of transportation from the HOS that was selected when the Service member was released from active duty.

0511 PCS Travel Associated with Medical Events or Death

051101. Service Member Ordered to a Hospital in the CONUS

A. PCS to a Hospital. A Service member is authorized PCS allowances when traveling to, from, or between hospitals, provided the order does not authorize a return to the old PDS.

B. Ordered to a Hospital for Observation and Treatment. A statement by the commanding officer of the receiving hospital is required for dependent PCS travel and transportation allowances unless the dependent travels due to the Service member's initial hospital transfer from OCONUS. The commanding officer's statement must include that the case has been evaluated and that a prolonged treatment period of the Service member in that hospital is expected. The following paragraphs do not apply to a Service member not authorized dependent PCS travel and transportation allowances under par. 050405.

1. From Duty Locations or Hospitals in the CONUS. A Service member on active duty who is transferred within the CONUS from a PDS or TDY location to a hospital for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the last PDS, or from the place the dependent was last moved at Government expense, to the hospital. If the Service member is transferred from one hospital to another in the CONUS for further observation and treatment and the dependent traveled at Government expense to the initial hospital, then a Service member is authorized dependent travel and transportation allowances between hospitals.

2. From Duty Locations or Hospitals OCONUS. A Service member at a PDS OCONUS who is transferred to a hospital in the CONUS for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the PDS OCONUS or designated place to the initial hospital where the Service member is transferred for observation and treatment. When the dependent travels due to the Service member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Completion of Hospitalization. A Service member is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as shown in Table 5-32 when he or she is any of the following:

- a. Released from observation and treatment and restored to duty.
- b. Separated from the Service.
- c. Relieved from active duty.
- d. Placed on the TDRL.
- e. Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

If...	Then the transportation allowance is...
a dependent does not travel at Government expense due to the Service member's hospitalization,	from the place the dependent is located when the Service member is released from the hospital, limited to travel from the last or any prior PDS or the place where the dependent was last moved at Government expense, as applicable.
a dependent travels at Government expense due to the Service member's hospitalization,	from the place the dependent is located when the Service member is released from the hospital, limited to travel from the hospital where the Service member was transferred when the dependent traveled at Government expense.

051102. Service Member Dies while en Route to the New PDS

PCS allowances are payable to the appropriate beneficiary on behalf of a Service member. Allowances are authorized for the Service member's travel from the old PDS to the place of death, limited to the cost for travel and transportation from the old PDS to the new PDS.

051103. Dependent en Route to the New PDS at the Time of the Service Member's Death

When a Service member dies after a dependent begins travel under a PCS order, the dependent is authorized PCS travel and transportation allowances from the place where travel began to the place where the dependent was notified of the Service member's death, limited to the travel and transportation allowances for the distance from the old PDS to the new PDS.

051104. Dependent Travel When Service Member Officially Reported As Dead, Injured, Ill, Or Absent For 30 or More Days In A Missing Status, Or Upon Death

A. Definitions. The following are definitions are specific to this paragraph.

1. Dependent. When a Service member, entitled to basic pay, dies while on duty OCONUS, "dependent" includes an unmarried child who was transported at Government expense to that Service member's PDS, due to the Service member's assignment, and became age 21 while the Service member

was serving at that PDS.

2. Transportation. Transportation is defined in Appendix A and includes transportation in-kind or reimbursement as specified in Section 0502.

B. Eligibility. The following dependents may be eligible for travel allowances:

1. A dependent of a Service member who dies while entitled to basic pay ([37 USC §481f](#)).
2. A dependent, without regard to command-sponsorship ([B-158661, December 22, 1966](#)), who receives an official notice that the Service member on active duty is officially reported as:
 - a. Dead.
 - b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown in a statement by the commanding officer at the receiving hospital.
 - c. Absent for a period of 30 or more days in a missing status ([37 USC §484](#)).

C. Allowances

1. Dependent travel at Government expense can be authorized or approved only when a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service concerned. A dependent may be furnished transportation to a Service member's HOR or to another location as authorized or approved by the official designated through the Secretarial Process.

a. When a Service member is officially reported as injured, ill, or absent for 30 or more days in a missing status ([37 USC §484](#)), dependent PCS travel and transportation must begin to the final home within 1 year after the date of the official status report unless a later start date is authorized or approved through the Secretarial Process. Travel after the 1-year period cannot be authorized or approved for an escort for the dependent.

(1) Per diem is not payable for dependent transportation authorized in this paragraph.

(2) Government-funded travel and transportation allowances are not authorized under this subparagraph when travel is delayed and is not performed until after receipt of official notice that the Service member has returned to an active status.

b. When a Service member who is entitled to basic pay dies on or after January 6, 2006, dependent PCS travel and transportation allowances are authorized. The dependent has 3 years, beginning on the Service member's date of death to choose an HOS. Per diem is authorized for a dependent traveling under this subparagraph.

2. If a dependent is residing OCONUS when the Service member on permanent duty OCONUS dies, the dependent may be transported to an interim location to reside pending a decision by the dependent as to the destination of the final move at Government expense. That final move must be accomplished within the time limits in par. 051104-C1b.

3. A dependent moved as specified in this paragraph may again be moved when an official

notice is received that the Service member’s status has changed from one eligible status to another *or* when the Service member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move. When a Service member’s casualty status is terminated, authorization for dependent PCS travel and transportation allowances are determined as specified in Part 0504.

D. Escort. An escort to accompany an eligible dependent for travel under this paragraph may be authorized when the AO or commanding officer determines that dependent travel is necessary and the dependent is incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances as specified in Service regulations.

1. An escort may be authorized for the Service member’s dependent for travel performed no later than 1 year after the Service member dies, is missing, or is otherwise unable to accompany the dependent. Escort travel is not authorized after the 1-year limit is reached, and the time limit cannot be extended, regardless of the circumstances.

2. Round-trip travel and transportation allowances are authorized for the escort. A Uniformed Service member or a civilian employee travels on a TDY order and receives standard travel and transportation allowances as specified in Chapter 2. Any other individual acting as the escort is issued an invitational travel authorization (ITA) and receives the standard travel and transportation allowances as specified in Chapter 2 for a civilian employee.

3. Each Service must issue regulations or instructions necessary for the administration of this paragraph. Travel and transportation allowances may be paid in advance as specified in Service regulations.

051105. Dependent Allowances when Service Member Dies after Retirement or Separation

When a retired or separated Service member dies and was eligible to choose an HOS, Table 5-33 specifies the travel allowances for his or her dependent.

Table 5-33. Dependent Allowances When a Service Member Dies after Retirement or Separation	
When the Service Member Dies	Allowances Authorized
Before Choosing an HOS and Before Submitting a Personal Claim for travel to an HOS*	<ul style="list-style-type: none"> • Dependent PCS travel and transportation allowances to a home of the dependent’s selection at a place where the Service member would have been authorized to select, in par. 051003, from the place where the dependent was last transported at Government expense. • The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.
After Choosing an HOS and Submitting a Personal Claim for Travel to an HOS*	<ul style="list-style-type: none"> • Dependent PCS travel and transportation allowances for travel to the Service member’s HOS or to some other place selected by the dependent, limited to what it would have cost to travel to the Service member’s HOS from the place where the dependent was last transported at Government expense. • The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.
<i>*The Service member did not ship HHG and the dependent has not traveled to an HOS.</i>	

0512 Other Categories and Situations

051201. PCS Orders and The Impact on Allowances

A PCS order must actually direct a PCS. The location where a PCS order is received may impact the allowances authorized. Authorization for dependent travel and transportation allowances must be included in the PCS travel order or in an amended or supplemental travel order.

A. Place Where Allowances Begin. When an order to active duty is received at, and begins from, a place other than where the order was addressed, PCS allowances are authorized from the place where travel begins and orders were received to the new PDS. The allowances are limited to what it would have cost to travel from the place where the orders were addressed to the new PDS.

B. PCS Order Received While at TDY Location.

1. Service Member. When a PCS order is received while on a TDY order, and the Service member returns to the old PDS, he or she is authorized PCS allowances from the TDY location to the old PDS and from the old PDS to the new PDS via any TDY en route locations. This includes a situation where the PCS order designated the TDY location as the new PDS effective immediately.

2. Dependent Travel. When a Service member receives a PCS order while on leave or on a TDY order, the Service member is authorized dependent travel and transportation allowances, limited to the authorization for travel from the old to the new PDS.

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

D. PCS Order Received While at Leave Location. When a PCS order is received while the Service member is on leave from:

1. The TDY location, and he or she returns to the old PDS from the leave point, then the Service member is authorized PCS allowances from the leave point to the old PDS, and from the old PDS to the new PDS via any other TDY en route location. The total amount of travel and transportation allowances are limited to the allowances from the original TDY location to the old PDS and from the old PDS to the new PDS via any other TDY en route location.

2. The old PDS, and he or she begins travel from the leave location, PCS allowances are authorized from the place where the PCS order is received to the new PDS, limited to the allowances from the old PDS to the new PDS.

E. Order Amended, Modified, Canceled, or Revoked after Travel Begins.

1. Service Member

a. When a PCS order is amended or modified and names a new PDS or an en route TDY location, PCS allowances are authorized from the old PDS to the location where the amended or modified order is received, and from there to the last named new PDS. The amount payable is limited to travel from the old PDS to the last named new PDS, via any en route or added en route TDY locations and the

first named PDS.

b. When a PCS order is canceled, returning the Service member to the old PDS, PCS allowances are authorized from the old PDS to the location where the cancellation notification was received, and from that location back to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations and the first named PDS.

2. Dependent Travel. When a PCS order is amended or modified after the date the dependent begins travel and a new PDS is designated, or the PCS order is canceled or revoked, then dependent PCS travel and transportation allowances are authorized. Allowances are payable for the distance from the place where the dependent began travel to the place where he or she received notification that the order was amended, modified, canceled, or revoked, and from that location to the new PDS or return to the old PDS. This is limited to the travel and transportation allowances for the distance from the old PDS to the original new PDS and then to the PDS on the most recent order or return to the old PDS.

F. Change of Activity. A document directing a change of activity at the same PDS is not a PCS order, regardless of any statement on the document to the contrary.

051202. Travel to or From a Designated Place

A. Travel to or from a Designated Place. A Service designated official may authorize or approve travel and transportation allowances to or from a designated place when the Service member must travel to the designated place en route between PDSs to assist in moving dependents, to assist dependents with HHG shipment, or to assist dependent transportation by POV. The Service member must travel to the designated place before traveling to the new PDS.

1. The travel and transportation allowances authorized are from the old PDS to:
 - a. The designated place and then to the new PDS.
 - b. The designated place to any TDY locations and then to the new PDS.
 - c. Any TDY locations to the designated place and then to the new PDS.
2. The Service member cannot be paid PCS allowances for round-trip travel between a TDY location and a designated place.
3. On the next PCS that results in dependent relocation, the Service member is authorized PCS allowances for travel from the old PDS to either any TDY location and the designated place and then to the new PDS or to the authorized processing station, if appropriate, then to the designated place, and then to the HOS, HOR, or PLEAD.

B. Service Member no Longer Has Dependents. If a Service member is divorced, or dependents die, before the next PCS order's effective date and the Service member no longer has dependents at the designated place, the Service member may be authorized PCS allowances to travel to the designated place to pick up HHG, personal items, or the Service member's or dependent's POV.

051203. PCS with TDY at a Location Near, but Outside the Limits of, the Old or New PDS

A. Eligibility. This paragraph applies when a Service member is ordered on a PCS with a TDY en route, and the TDY is near the old or new PDS or the TDY is at or near the home port when the PDS is a ship or afloat staff.

B. Allowances

1. No per diem is authorized if the Service member commutes to the TDY location from the quarters occupied while attached to the old PDS or from the permanent quarters the Service member intends to occupy at the new PDS.

a. Old PDS quarters are no longer permanent quarters on or after the PCS HHG weight allowance transportation date.

b. New PDS quarters become permanent quarters on or after the date the PCS HHG weight allowance shipment is accepted.

2. A Service member who is *required* to purchase meals at personal expense outside the PDS limits may be reimbursed for the cost as an occasional meal. See par. 020305 for occasional meals.

3. Transportation expense incurred in commuting between the quarters at the old or new PDS and the TDY location may be paid as specified in Chapter 2.

4. A Service member who detaches or signs out of the old PDS, performs a TDY en route elsewhere, and returns for a TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.

051204. PCS Travel Associated with Custody Change

Dependent travel and transportation allowances are not authorized for a dependent child who is not under the Service member's legal custody and control on the PCS order's effective date (B-131142, June 3, 1957). Dependent travel and transportation allowances are authorized when a Service member is granted legal custody or legal joint custody, or otherwise acquires custody lawfully after the effective date of his or her PCS order, such as when the custodial parent dies or when a child chooses to join a Service member after a court order lapses at age 18.

051205. PCS Travel Associated with an Evacuation and Safety

A. Service Member Ordered on a PCS from a PDS from which Dependents have been Evacuated. A Service-designated official may authorize or approve PCS travel and transportation allowances to a designated place or safe haven, as applicable, when the Service member is ordered on a PCS from a PDS where dependents were evacuated. The Service member must travel to the designated place before he or she completes PCS travel.

1. The Service member may be authorized or approved to travel to the designated place or safe haven when he or she must assist in the transportation of a dependent or HHG, pick up personal items, or personally drive his or her POV. The allowances authorized are from the old PDS to:

- a. The designated place or safe haven, and then to the new PDS.
- b. The TDY location and then to the designated place or safe haven, and then to the new PDS.
- c. The designated place or safe haven and then to the TDY location, and then to the new PDS.
- d. The authorized processing location, and then to the designated place or safe haven, and then to the HOS, HOR, or PLEAD, as applicable.

2. Travel allowances cannot be paid for round-trip travel between a TDY location and a designated place or safe haven.

B. Service Member Ordered to a PDS in the CONUS Where Dependent Travel is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

1. The Services may request the designation of geographic areas within the CONUS as “non-concurrent travel application areas” when evacuations or major disasters occur, subject to approval by the Assistant Secretary of Defense for Management and Reserve Affairs (ASD(M&RA)). This authority is used when military installations or the surrounding geographic areas infrastructure cannot support the dependent at the duty location (see [DoDI 1315.18](#)). Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff or J1 for further coordination with the Services concerned, including Coast Guard, before submitting a recommendation to the ASD(M&RA) for concurrence, approval, and adjudication. Non-DoD Services are not subject to the DoDI, but should coordinate their policies with ASD(M&RA) for uniformity among Service members. See Section 0509 and par. 051202 when the Service member travels on a PCS order from the old PDS via the dependent’s designated place before reporting to the new PDS.

2. When the dependent travels on a PCS order en route to the new PDS that is within the designated non-concurrent travel area, and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an “awaiting further transportation” status. The Service member selects an “awaiting further transportation” location for the dependent. Dependent travel and transportation allowances at the “awaiting further transportation” location are the standard travel and transportation allowances specified in Chapter 2. PCS allowances from the “awaiting further transportation” location to a designated place or the new PDS are authorized.

3. Designation of an area in the CONUS as a “non-concurrent travel application area.” Upon this designation of an area in the CONUS, dependent travel to locations within the area is not authorized at Government expense until authorized or approved by the Installation Commander or designee. The Service member’s new commanding officer may authorize or approve additional travel time when appropriate according to Service policy. Section 0509 and par. 051202 are not applicable when the designated place has not been declared.

4. Delayed Dependent Travel between PDSs in the CONUS

a. PCS Order. The Service member’s PCS order must state that dependent travel to the new PDS must be authorized or approved by the Installation Commander or designee before travel may begin. Once the Installation Commander or designee authorizes or approves the dependent travel, the PCS order must be modified or amended to reflect the change.

b. Delay Anticipated to Be for Less than 20 Weeks from the Service Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the Service member's reporting date, the dependent is expected to remain at the old PDS and moves to any other location at Government expense are not authorized.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated through the Secretarial Process denies dependent travel for 20 or more weeks from the Service member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place. The PCS order must be modified to reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

(1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at the non-foreign location OCONUS requested as the designated place.

(2) That non-foreign location OCONUS continues to be the Service member's or spouse's domicile.

5. Delayed Dependent Travel from a PDS OCONUS to a PDS in the CONUS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old PDS OCONUS to an authorized designated place in the CONUS. A non-foreign designated place OCONUS may be authorized by the Installation Commander when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS and that non-foreign location OCONUS continues to be the Service member's or spouse's domicile. The PCS order must state that dependent travel to the new PDS in the CONUS is not authorized until the Installation Commander or designee authorizes or approves further travel. When travel to the new PDS is authorized or approved, the PCS order must be modified or amended.

6. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subparagraph applies when the old and new PDSs in the CONUS are non-concurrent dependent travel locations due to an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less than 20 Weeks from the Service Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the Service member's reporting date, dependent travel to any other location at Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Service Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the Service member's reporting date, the dependent is authorized travel from the old PDS to an authorized designated place. The PCS order must reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

(1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at that non-foreign location OCONUS requested as the designated place.

(2) That non-foreign location OCONUS continues to be the Service member's or

spouse's domicile.

7. Dependent Travels to an Alternate Location other than the Authorized Designated Non-concurrent Travel Area in the CONUS

a. When a dependent travels (separately or as a family) to a location not authorized or before an amended or modified PCS order is issued, then he or she can be reimbursed for travel and transportation only when a PCS order is issued that authorizes the dependent's travel to the new PDS. This applies when the dependent travels from any of the following:

(1) the United States or a non-foreign PDS OCONUS from which the Service member is ordered when an expected delay is less than 20 weeks from the Service member's reporting date.

(2) the foreign PDS OCONUS from which the Service member is ordered, to a location other than the designated place when an expected delay is less than 20 weeks from the Service member's reporting date. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS requested as the designated place and that domicile has not changed.

b. When a dependent travels (separately or as a family) to a location other than the designated place before going to the PDS when an expected delay is 20 or more weeks from the Service member's reporting date, then he or she is authorized travel and transportation allowances, limited to the Government's travel and transportation costs directly from the last place the dependent was moved at Government expense to the new PDS.

(1) A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at a non-foreign location OCONUS requested as the designated place and the domicile has not changed.

(2) Section 0509 and par. 051202 do not apply when the dependent's authorized designated place is unknown. Excess travel costs involving the dependent-selected location are the Service member's financial responsibility.

C. Travel and Transportation for a Dependent Relocating for Personal Safety. The Service member's spouse or a dependent child's parent or court-appointed guardian may request relocation for personal safety and may be authorized travel and transportation allowances under this paragraph.

1. Definitions

a. Dependent Child

(1) Dependent or acquired dependent as defined in Appendix A.

(2) A Service member's unmarried child who was transported to the Service member's PDS at Government expense and who, due to age, graduation, or termination of enrollment in an institution of higher education, would otherwise cease to be the Service member's dependent while the Service member was serving at that location.

b. Dependent Abuse Offense (10 USC §1059(c)). A “dependent abuse offense” is a criminal conduct by a Service member on active duty for 31 or more days that involves abuse of the spouse or dependent child. This criminal offense is specified in regulation prescribed by the Secretary of Defense under 10 USC §1059(k).

2. Relocation may be authorized if the Service-designated official determines that:

a. The Service member has committed a dependent abuse offense against a Service member’s dependent.

b. A safety plan and counseling have been provided to the dependent.

c. The dependent’s safety is at risk.

d. Dependent relocation is advisable.

e. Dependent relocation is in the Government’s best interest and that of the Service member or dependent.

3. Allowances

a. Transportation for the Service member’s dependent, baggage, and HHG may be authorized from the PDS to the designated relocation site in the United States, or its possessions, or if the dependent is a foreign national to the dependent’s native country when a PCS order has not been issued, or when it has been issued, but cannot be used for this transportation.

(1) Transportation in-kind, transportation reimbursement, or MALT Plus, is authorized for the dependent.

(2) Transportation of HHG in NTS to the designated relocation site may be authorized.

b. If the Service member’s PDS is OCONUS, transportation may be authorized for one POV that is owned or leased by the Service member or dependent and is for the Service member’s dependent’s personal use.

c. HHG or POV transportation may be authorized only if the Service member’s written agreement, or an order of a court of competent jurisdiction, grants HHG or POV possession to the Service member’s spouse or dependent.

4. Reimbursement. All monetary payments, except DLA—which is not authorized for dependents moving for personal safety—are paid directly to the dependent instead of to the Service member (37 USC §476(h)(4)(A)).

051206. Limited PCS Allowances for a Selected Reserve Member

A. Eligibility. A Service member who is filling a vacancy in a Selected Reserve unit at a duty location that is more than 150 miles from his or her primary residence may be eligible for limited PCS allowances. Additionally, to be eligible for the limited PCS allowances, the Service member must:

1. Have been involuntarily separated under other than adverse conditions, as defined by the Secretary concerned, that occurred in all of the following time frames:

- a. Between 1 October 2012 and 31 December 2018.
- b. During the 3 years preceding the current PCS.
- c. While assigned to a Selective Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018.

2. Be filling a vacancy in a Selected Reserve unit with a critical manpower shortage or be qualified in a skill designated as critically short by the Secretary concerned.

B. Allowances. All PCS travel and transportation allowances in this paragraph may be provided to a Service member only once and are funded by the Selected Reserve unit filling the vacancy.

1. Standard PCS travel and transportation allowances are authorized for the Service member and his or her dependent, including HHG transportation and SIT. A funds advance may be made for these allowances.

2. There is no authorization for DLA, TLE, or POV shipment or storage.

051207. Indeterminate Temporary Duty (ITDY)

A. Eligibility. A Service member and a dependent may be eligible for travel allowances when the Service member is traveling in connection with an indeterminate TDY (ITDY). Only a Service headquarters can authorize or approve an ITDY.

B. Allowances. A Service member at the ITDY location receives allowances as specified in Section 0312.

1. General Allowances

a. DLA is payable to a Service member when a dependent relocates under an ITDY order. See Section 0505 for DLA specifics.

b. Dependent transportation is authorized under this paragraph the same as for PCS.

c. The MALT as specified in par. 050203 applies unless the dependent accompanies the Service member to the TDY location traveling in the same POV. If the dependent travels as a passenger, no MALT is payable for the dependent since the Service member receives PCS mileage.

d. HHG Transportation. See par. 031201 for HHG transportation.

2. Travel to or from the Old PDS or Alternate Place En Route to the ITDY Location. A Service member may be authorized PCS travel and transportation allowances to accompany a dependent to the alternate place from the old PDS. The Service member's travel must be determined through the Secretarial Process as necessary to assist the dependent and not for personal convenience. The Service member may travel to the dependent's alternate place while en route to an ITDY location when

authorized through the Secretarial Process and only to help the dependent move from one location to another when the move is, or was, at Government expense.

a. When authorized, the Service member may accompany the dependent to the alternate place while en route to the ITDY location, or as a separate PCS round trip between the old PDS and alternate place at Government expense before departing on the ITDY order ([B-199354, July 1, 1981](#)).

b. Travel and transportation allowances are not authorized for travel before the official written ITDY order is issued. Government-funded, round-trip transportation is not authorized between the ITDY location and the alternate place to help a dependent relocate.

3. Service Member Returns to Old PDS or Travels Via Old PDS En Route to the New PDS

a. The Service member is authorized PCS travel and transportation allowances from the ITDY location via one of the following:

(1) The alternate place where the dependent was moved at Government expense, en route to the old PDS, or en route to the new PDS.

(2) The old PDS, to the alternate place where the dependent was moved at Government expense, and to the new PDS. Return to the old PDS before travel to the new PDS via the alternate place must be stated in the Service member's order *or* authorized or approved through the Secretarial Process.

b. It must be determined through the Secretarial Process that it is necessary for the Service member to assist the dependent in relocating to the PDS and not for personal convenience, such as a visit. Arranging an HHG or POV shipment is not an authorized reason.

c. Dependent travel reimbursement is limited to travel directly from the alternate location to either the old PDS or the new PDS.

d. If the dependent was not relocated to an alternate place and stayed at the PDS from which the Service member departed on ITDY, the Service member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS, if the new PDS is known.

e. The Service member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS where the dependent is located is limited to the Government's constructed cost. POV travel is not usually authorized to the alternate location or previous PDS from the ITDY location.

f. Travel and transportation reimbursement is not authorized when the Service member reports to the new PDS on a subsequent PCS travel order before accompanying the dependent. The Service member is financially responsible for the travel and transportation expenses to the alternate place or previous PDS to accompany the dependent.

4. Service Member Returns to the Old PDS

a. When the ITDY ends, and the Service member receives an order to return to the old PDS, he or she may travel to where the dependent was last moved at Government expense to assist with dependent travel and transportation en route to the old PDS.

b. Return transportation from the CONUS to a PDS OCONUS must not be authorized or approved unless at least 12 months remain in the Service member's tour of duty at that PDS on the later of the following dates:

- (1) Day the dependent is scheduled to arrive at that PDS.
- (2) Day the dependent actually arrives at that PDS.
- (3) Day when command sponsorship is granted again.

5. Dependent Travel

a. Dependent PCS travel and transportation allowances to an alternate place at Government expense, as specified in Table 5-34, are for the dependent to establish a permanent residence during the Service member's ITDY. Such travel may be authorized at Government expense according to Agency or Service regulations when one of the following apply:

- (1) The Service member is on an ITDY order.
- (2) The Service member's TDY order does not provide for return to the PDS and either the TDY is expected to be for 20 or more weeks at any one location (except as in par. 010206) or the TDY order does not specify or imply any limit to the period of absence from the PDS.

b. When a dependent is moved at Government expense to the ITDY location or other alternate place and the Service member receives a PCS order at the ITDY location, dependent PCS travel and transportation allowances are authorized for travel to the new PDS, limited to the cost from the ITDY location or alternate place to the new PDS.

Table 5-34. Dependent PCS Allowances While Service Member Is on ITDY		
PDS Location	ITDY Location	Dependent Allowances
CONUS	CONUS	The dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location.
	CONUS or OCONUS	Dependent PCS travel and transportation allowances are authorized to the old PDS if the Service member is returned to the old PDS from the ITDY.
	OCONUS	Dependent PCS travel and transportation allowances must be authorized or approved through the Secretarial Process. For travel to a location OCONUS, the Service member must have at least 12 months remaining in the tour of duty at the TDY location OCONUS on the date the dependent is scheduled to arrive, or actually arrives, OCONUS. When authorized or approved, transportation may be authorized from the PDS to the ITDY location or either of the following: <ul style="list-style-type: none"> ● A location in the CONUS. ● A non-foreign location OCONUS if it is the Service member's HOR, PLEAD, or legal residence before entering active duty or was the spouse's legal residence at the time

Table 5-34. Dependent PCS Allowances While Service Member Is on ITDY		
PDS Location	ITDY Location	Dependent Allowances
		of marriage.
OCONUS	OCONUS	Dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location. Dependent travel to an alternate location in the CONUS may be authorized through the Secretarial Process with no cost limitation if it is in the Government's best interest.
	CONUS or OCONUS	The Service member must have at least 12 months remaining in his or her tour OCONUS when the dependent is scheduled to or actually arrives OCONUS if the Service member is returned to the old PDS from the ITDY.
	CONUS	Dependent PCS travel and transportation allowances may be authorized or approved through the Secretarial Process to the ITDY location, or other alternate location, limited to the cost from the PDS to the ITDY location.

CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION AND STORAGE ON PDT

0529 Shipment of a POV in the CONUS

052901. Shipment of a POV at Government Expense (effective December 1, 2017)

A. Eligibility. A Service member or a dependent may be authorized POV transportation within CONUS when an order has been received for either of the following:

1. An authorized change in ship's home port, or
2. A PCS between CONUS permanent duty stations (PDSs) and the Service member is physically unable to drive or has insufficient time to drive and report to the PDS as ordered.

B. Allowances. See par. 053001.

052902. Shipment of a POV by the Service Member

A. Eligibility. A Service member with dependents, who are relocating due to PCS orders in CONUS, may be authorized to transport a privately owned vehicle (POV). A Service member is not authorized reimbursement to ship a POV if he or she has no dependents or has dependents who are either ineligible for transportation at Government expense or are not being relocated as a result of the Service member's permanent change of station (PCS).

B. Allowances. Reimbursement for shipping for one POV may be authorized in the CONUS under the circumstances specified in Table 5-63. See [Computation Examples](#).

Table 5-63. Shipment of a POV by the Service Member	
Service Member Ships a POV	<ul style="list-style-type: none">• A Service member with eligible dependent are relocating between PDSs in the CONUS and must meet all of the following conditions:<ul style="list-style-type: none">• The dependent is eligible for transportation at Government expense and relocates with the Service member.• The Service member or his or her eligible dependent owns more than one POV that must be relocated.• The Service member and all of his or her dependents travel at one time in one POV.• The Government's transportation cost to ship the second POV is limited to the remainder of the monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for driving two POVs to the new PDS.<ul style="list-style-type: none">• The Service member is financially responsible for all excess costs and additional expenses associated with shipping the second POV.

	<ul style="list-style-type: none">• MALT and cost reimbursement are separately authorized for the POV being driven.
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1. **Limitations.** A Service member who is authorized to ship a POV is ineligible for any of the following allowances:

a. Commercial travel at Government expense for the Service member or dependent.

b. Government-procured transportation (as the Service member must self-obtain).

c. Reimbursement for TDY mileage or MALT to drop off or pick up the POV.

d. POV storage at Government expense instead of POV transportation.

e. Transportation of a POV from the location in the CONUS where the POV was left while the Service member was stationed overseas to a new PDS in the CONUS unless it was stored at Government expense because it could not be transported to the PDS outside of the CONUS (OCONUS).

2. A Service member who drives one vehicle and ships his or her second vehicle must receive authorization or approval through the Secretarial Process to drive any additional vehicles.

0530 Shipment of a POV OCONUS

053001. Authorized Shipment of a POV at Government Expense

A. **Eligibility.** A Service member on a PCS order to or from a PDS OCONUS is authorized to ship one POV unless restricted by the AO or Service regulations.

B. **Allowances.** POV transportation allowances are discretionary. Transportation of a POV may be prohibited or suspended when the Secretary concerned or a higher authority determines it necessary for national interest, or as the other country's government directs.

1. **Location Points Authorized for POV Transportation.** POV shipment may be authorized even if the POV can be driven between PDSs OCONUS. The Service member or a dependent may be authorized POV transportation for his or her use when either a change in a ship's home port is authorized or the Service member is ordered on a PCS between any of the following locations:

a. From a PDS in the CONUS to a PDS OCONUS.

b. Between two PDSs OCONUS.

c. From a PDS OCONUS to a PDS in the CONUS.

Table 5-64. Types of Transportation Used for Shipping a POV OCONUS	
Authorized at Government Expense	Not Authorized
<ul style="list-style-type: none"> ● Government transportation. ● Commercial transportation. ● Car ferry. See par. 050202-D. ● Personally procured transportation only when the Service member has not transported a POV at Government expense on the current PCS order and the POV was shipped based on erroneous advice of a Government representative. The reimbursement is limited to what the transportation would have cost had the POV been transported by the Government. 	<ul style="list-style-type: none"> ● Transportation by air. ● Personally procured transportation unless the POV was shipped based on erroneous advice of a Government representative designated to provide POV shipment counseling, such as a Transportation Officer.

Note: Reimbursement for some transportation costs are authorized to transport a POV in accordance with Section 0531 when a Service member is reported as ill, injured, absent for a period of 30 or more days in a missing status, or dead.

2. Excess POV Transportation Costs. An authorized POV shipment may not weigh more than 20 measurement tons.

a. A Service member whose POV exceeds the weight limit must sign an agreement to pay the excess transportation costs. When the excess POV weight is due to an oversized POV used for medical reasons, obtain authorization or approval for the extra cost through the Secretarial Process.

b. Two Service members married to each other who both receive PCS orders may ship two POVs or combine their 20-measurement-ton limitation and ship one large POV at Government expense, limited to the total cost the Government would have paid to ship two POVs.

3. Port or Vehicle-Processing Center (VPC) Used. The Service concerned designates the ports or VPCs used. In the absence of a designation, the port or VPC serving the origin point and the port or VPC serving the new PDS, Point of Debarkation (POD) and any port in between the old and new PDS are the authorized loading and unloading points for a POV.

a. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

- (1) POV unloading port/VPC serving the new PDS;
- (2) POV unloading port/VPC serving another authorized place
- (3) New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or

b. The home of record (HOR) or place last entered active duty (PLEAD) is considered the old PDS for POV transportation to the first PDS, to the POV unloading port, or VPC serving the first PDS.

c. The HOR or PLEAD is considered the new PDS for POV transportation upon separation or retirement.

d. A POV may be shipped between ports or VPCs other than those designated by the Service concerned on the condition that the Service member reimburses the Government for all excess costs involved.

(1) Alternate ports or VPCs OCONUS should be in the same country as the designated port or VPC.

(2) Alternate ports or VPCs in a different country must be authorized or approved through the Secretarial Process. A Service member is not required to go through the Secretarial Process when he or she selects an alternate port in the CONUS even if the primary port or VPC is OCONUS.

e. A POV shipped from a port or VPC OCONUS to the designated port or VPC in the CONUS may be reshipped to another port or VPC in the CONUS if all of the following occur:

(1) The reshipment is authorized through the Secretarial Process.

(2) The PCS order is amended or modified before the Service member takes delivery of the POV at the designated unloading port or VPC.

(3) The Service member agrees to reimburse the Government for the reshipment cost.

(4) Direct ocean service is not available from the designated POV loading port or VPC to the designated POV unloading port or to the VPC in a reasonable amount of time after POV delivery.

4. Unit Moves. A Service member who is on a PCS order to, from, or between PDSs OCONUS due to a unit move may be provided POV transportation from the unit's old PDS to the designated POV loading port or VPC and from the designated POV unloading port or VPC to the new PDS.

5. Travel Hazards. A Service member who is on a PCS order to, from, or between PDSs OCONUS may be provided POV transportation between the PDS OCONUS and the port OCONUS or VPC if authorized or approved through the Secretarial Process due to one of the following reasons:

(1) Travel hazards exist between the port or VPC and the PDS.

(2) The Service member is physically unable to drive between the port or VPC and the PDS.

(3) The conditions of the Service member's assignment or PCS order justify overland travel as a prudent alternative.

6. Allowance for POV Delivery Pick up or Drop Off. A Service member who is authorized POV transportation when ordered on a PCS is also authorized reimbursement to deliver or pick up the POV from the designated loading and unloading ports or VPC.

a. A Service member whose POV pick-up or POV delivery is a separate trip from his or her en route PCS travel is authorized round-trip transportation at the automobile mileage rate from the old PDS to the designated loading port or VPC and from the unloading port or VPC to the new PDS. PCS travel time is allowed and computed for the round trips to deliver and pick up the POV as specified in par. 050205.

b. A Service member and his or her dependent who pick up or deliver a POV concurrently with PCS travel are authorized the following when the PCS does not involve a TDY en route:

(1) PCS allowances for direct travel from the old PDS to the designated POV loading port or VPC.

(2) Reimbursement for transportation from the POV loading port or VPC to the passenger port.

(3) PCS allowances for travel from the old PDS to the passenger port for the Service member and his or her dependent, from the location where the dependent is dropped off, and from the passenger port to the designated POV loading port or VPC for the Service member. Reimbursement for the Service member to return to the passenger port is not authorized.

(4) PCS allowances for direct travel from the passenger port to the designated POV unloading port or VPC and then to the new PDS.

c. A Service member who has a TDY en route with a PCS and who delivers a POV to a designated POV port or VPC is authorized all of the following:

(1) A MALT for the official distance from the old PDS to the TDY en route location plus per diem.

(2) A MALT for the official distance from the TDY location to the designated POV port or VPC plus per diem.

(3) PCS allowances for direct travel from the designated POV port or VPC to the passenger port.

d. A dependent who delivers the POV or accompanies a Service member who is delivering a POV is authorized the same allowances as when a dependent joins or accompanies the Service member during TDY en route.

e. When a dependent picks up the POV from the designated POV port or VPC without traveling to the TDY en route location, PCS allowances are authorized for direct travel from the passenger port to the designated POV unloading port or VPC, then to the new PDS.

7. Responsibility for POV after Delivery. The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered either to the Service member at the destination or to a commercial warehouse. A POV that is not claimed within a reasonable time after notification of arrival is provided, as determined by the port commander, may be placed in commercial storage at the Service member's expense.

8. Transporting a POV before a PCS Order Is Issued. An eligible Service member may transport a POV before a PCS order is issued when all of the following criteria are met:

a. The PCS AO or designated representative provides a supporting statement that he or she advised the Service member ahead of time that the PCS order would be issued.

(1) The time between when the Service member is advised that the PCS order *will be* issued and when the actual PCS order *is* issued must be a relatively short period.

(2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS order will be issued.

b. The Service member agrees in writing to reimburse the Government for the entire cost of transporting the POV if a PCS order is not issued *or* if the PCS order does not authorize transportation of a POV once it is issued.

c. The Service member agrees to pay any additional costs for reshipping the POV to another port due to a change in the PDS from the PDS named in the PCS AO's supporting statement.

9. Transporting a POV and Dependent Does not Travel OCONUS. A Service member with a dependent who transports a POV to the PDS OCONUS anticipating that the dependent will join him or her may be authorized or approved the advance return transportation of the POV through the Secretarial Process when circumstances beyond the Service member's control prevent the dependent's transportation. It must be in the best interest of the Service member, the dependent, and the Government. If advance return of the POV is approved, the Service member has no further POV transportation authority on the PCS order from that PDS.

10. Disciplinary Action Taken Against Service Member OCONUS. A Service member stationed OCONUS who has disciplinary action taken against him or her, is discharged under other than honorable conditions, or sentenced to confinement with or without discharge when no dependent travel is involved is authorized POV transportation to the designated POV unloading port or VPC of the Service member's HOR or PLEAD.

11. Reassignment from Accompanied PDS OCONUS to Unaccompanied PDS OCONUS before POV Is Transported. When a Service member is on a PCS order from a PDS in the CONUS to a PDS OCONUS where dependents and a POV are authorized, and is reassigned after arriving at the new PDS to a PDS OCONUS where dependents and a POV are not authorized, then the POV cannot be shipped to the newly assigned PDS. If the Service member delivered a POV to a loading port or VPC in the CONUS for shipment to a PDS OCONUS and the POV has not already shipped, then he or she may be authorized transportation to pick up the POV from the unloading port or VPC that ordinarily serves the CONUS designated place.

Table 5-65. Factors Affecting POV Transportation OCONUS	
If...	Then...
1. a POV is transported by the Government to the wrong place,	the POV must be reshipped, or transferred from one ship (or other form of transportation) to another and transported, to the proper destination at Government expense.
2. a Service member authorized to transport his or her POV at	he or she may select the greater of the following options upon assignment to a new PDS where a POV is authorized:

Table 5-65. Factors Affecting POV Transportation OCONUS	
If...	Then...
Government expense chooses not to do so,	<ul style="list-style-type: none"> ● Transportation of the POV from the PDS where the Service member chose to leave the POV to the POV unloading port or VPC of the newly assigned PDS. ● Transportation of a POV from the Service member's current PDS to the POV unloading port or VPC of the newly assigned PDS.
3. an eligible Service member transports a POV due to a PCS order and that order is later amended, modified, canceled, or revoked,	he or she may have the POV reshipped at Government expense. This includes having his or her POV returned to the old PDS.
4. a Service member divorces or has his or her marriage annulled while stationed OCONUS,	the Service member or previously command-sponsored dependent may be authorized transportation allowances for a POV. See par. 053402.
5. an eligible Service member is separating from the Service or being relieved from active duty,	he or she must turn in his or her POV to the designated POV loading port for transportation before the 181st day from his or her separation or relief from active duty. An extension for a specific additional time period may be authorized or approved through the Secretarial Process if POV transportation within the initial time period would create a hardship for the Service member. See par. 051002 for restrictions to time limitations.
6. an eligible Service member retires or is placed on the Temporary Disability Retired List (TDRL), discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay,	he or she must turn in his or her POV to the designated POV loading port for transportation within 1 year following his or her active service termination. An extension for up to 1 year may be approved through the Secretarial Process when a Service member is undergoing hospitalization, medical treatment, education, training, or other justifiable situations. See par. 051003 for restrictions to time limitations.
7. an eligible Service member is authorized to transport a POV on a PCS order,	he or she may ship the POV any time while the PCS order remains in effect. The POV must be shipped before the receipt of another PCS order. The POV transportation must be related to the Service member's PCS rather than for personal reasons.

053002. POV Transportation when Transportation to the PDS OCONUS is not Authorized

A. Reasons a POV is not Transported to the PDS OCONUS. A POV may not be transported to a PDS OCONUS under any of the following reasons:

1. POV transportation is not permitted to the new PDS.
2. The Service member serves a dependent-restricted or unaccompanied tour and he or she elects not to have a POV transported to the new PDS.
3. The Service member elects not to have a POV transported to the new PDS when concurrent travel of a dependent has been denied and the dependent has moved to a designated place.

B. Situation Authorizing Transportation of One POV. When a POV is not transported due to one of the reasons in 053002.A, but is required for the Service member's or dependent's use, the Service member is authorized transportation of one POV to a destination other than the new PDS. The transportation is from the designated POV loading port or VPC ordinarily serving the Service member's old PDS to the designated POV unloading port or VPC ordinarily serving one of the following locations:

1. Any place in the CONUS that the Service member designates, if the old PDS is OCONUS.
2. Alaska, Hawaii, or any U.S. territory or possession where dependent transportation is authorized.
3. Any location OCONUS where dependent transportation is authorized when the Service member is on an accompanied tour immediately after completing the dependent-restricted tour or a tour under unusually arduous sea duty, and the Service member has sufficient time in service remaining to complete the dependent-restricted tour and the tour immediately thereafter.
4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures. For the Armed Forces, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse's native country in accordance with [DoDI 1315.18](#). The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

C. Subsequent Transportation

1. When a Service member is on a dependent-restricted tour or an unaccompanied tour at a PDS OCONUS and receives command sponsorship of a dependent at the PDS, he or she is authorized transportation of one POV. Transportation is from the POV loading port, or VPC serving the location where a dependent was previously moved at Government expense, to the POV unloading port or VPC serving the Service member's PDS.
2. Transportation of one POV is authorized when a Service member is ordered on a PCS to a PDS where a POV transportation is permitted, or where dependent transportation is authorized. The transportation is authorized from the POV loading port or VPC serving the place where a POV was shipped as specified in par. 053002-A to the POV unloading port or VPC serving the Service member's new PDS.

053003. Replacement POV Shipment

A. Authorization. When the POV that was transported to an area OCONUS at Government expense is no longer adequate for the Service member's transportation needs, a replacement POV may be authorized through the Secretarial Process. A POV may be replaced if authorized and only if one of the following conditions exists:

1. The POV has deteriorated due to severe climatic conditions.
2. The POV was lost through fire, theft, or similar cases.
3. The POV has worn out due to age and normal deterioration and the Service member is on consecutive tours of duty OCONUS (B-212338, December 27, 1983).

B. Limitation. A Service member may transport only one replacement POV during any 4-year period when the POV being transported replaces a POV that is worn out due to age and normal deterioration.

053004. POV Purchased in a Non-Foreign Area OCONUS

POV transportation is not authorized when a Service member purchases a POV in a non-foreign area OCONUS and is not permanently assigned in that non-foreign area OCONUS at the time of the purchase. A Service member may be authorized POV transportation when the POV is purchased in a non-foreign OCONUS area if the POV is used by the Service member or his or her dependent at the PDS OCONUS or to an alternate transportation port and it is authorized through the Secretarial Process.

0531 POV Shipment and Storage when Service Member Reported as Ill, Injured, Absent for a Period of 30 or More Days in a Missing Status, or Dead

A. Eligibility. A Service member on active duty is authorized POV transportation when he or she is:

1. Injured or ill and the Service concerned accepts a statement by a medical authority that hospitalization or treatment is anticipated for 140 or more days.
2. Absent for a period of 30 or more days in a missing status.
3. Officially reported as dead.

B. Allowances

1. Transportation. The AO may authorize transportation for two POVs. The destination must be one of the following:

- a. The Service member's HOR.
- b. The dependent's residence.
- c. Location of the next of kin, or person authorized to receive custody of the Service member's personal items.
- d. A place or places as determined by Service regulations.

2. Limitations

- a. The 20-measurement-ton restriction does not apply to this paragraph.
- b. POVs may be driven by the dependent, next of kin, or any person authorized to receive custody of the Service member's personal items. Both POVs must be driven to the same destination.

(1) Reimbursement is authorized for road, bridge, and tunnel tolls; fuel; oil; parking fees; and ferry fares.

(2) A mileage reimbursement is not authorized.

c. Arranged transportation must be to the same authorized destination.

d. When POV transportation is personally procured, the total reimbursement is limited to what it would have cost the Government to transport and store the POVs. Reimbursement is also limited to the cost of over-water and overland transportation between the authorized points or between the actual locations where the POV is transported, whichever is less.

e. A rental car is authorized when POVs are transported at Government expense and do not arrive at the authorized destination by the designated delivery date. Reimbursement for a rental car is limited to \$30 per day and a maximum of 7 days. If two POVs are transported at Government expense, then no rental car reimbursement is authorized unless *both* POVs do not arrive at the authorized destination by the designated delivery date.

3. Storage

a. POVs transported at Government expense for a Service member under this paragraph may be placed in non-temporary storage (NTS) at Government expense when the person authorized to receive custody of the POVs is unknown, subject to litigation, or known but not located or notified to take custody of the POVs. Storage is authorized until proper disposition can be made.

b. Storage in transit (SIT) may be authorized or approved for one or both of the POVs to the nearest available storage facility provided the POVs are turned over for transportation within the time limitations in Table 5-49. In this circumstance, the Service member's POVs are not restricted to the maximum standard size usually allowed by the military Surface Deployment and Distribution Command (SDDC) storage contract. SIT of 181 or more days becomes the financial responsibility of the person to whom the POV shipment is being made.

4. Subsequent POV Transportation. One or both POVs, transported at Government expense when a Service member is reported dead, ill, injured, or absent for a period of 30 or more days in a missing status, may be transported again if either of the following occur:

a. The status of the Service member changes within these same categories.

b. The Service member is officially reported as absent for a period of more than 1 year in a missing status. The additional move must be approved through the Secretarial Process.

0532 POV Storage

A. Eligibility

1. Storage for one POV may be authorized if a Service member is:

a. Ordered to a foreign or non-foreign PDS OCONUS where POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions, or the extensive modification of the POV required as a condition of entry.

- b. Sent on a TDY in support of a contingency operation for more than 30 days.
 - c. Sent on a TDY in support of humanitarian assistance or other emergency operations as declared by an Executive Order or by the administering Secretary. In this circumstance, POV storage must be authorized through the Secretarial Process.
 - d. Authorized POV transportation due to his or her ship's home port change when 31 or more days are between the ship's departure from the old home port and its arrival at the new home port.
 - e. Authorized a POV due to a unit PCS and the unit is deployed 31 days or more en route.
2. A Service member is eligible for POV storage if a PCS order, a contingency operation's TDY order, or the start of an in-place consecutive overseas tour (IPCOT) has an effective date on or after April 1, 1997.

Note: POV storage when transportation is authorized is not allowed.

B. Allowances. POV storage is instead of POV shipment both to and from the foreign PDS OCONUS to which POV shipment is prohibited.

- 1. A Service member who is authorized POV storage:
 - a. Is not authorized POV shipment from his or her foreign location OCONUS when he or she performs a subsequent PCS.
 - b. Can ship the stored POV to a subsequent foreign PDS OCONUS if the Service member performs a consecutive overseas tour (COT) and POV transportation is permitted to the PDS OCONUS.
 - c. Cannot continue to store the POV at Government expense while shipping another POV to the subsequent PDS OCONUS.
 - d. Cannot ship a POV that is removed from storage before departing the PDS OCONUS on a PCS order or beginning an IPCOT.
 - e. Can be authorized shipment of a POV removed from storage upon a COT or IPCOT when performing a PCS after the COT or IPCOT is completed.
- 2. A POV that is eligible for storage must adhere to the maximum size restrictions of the SDDC storage contract. A Service member is financially responsible for all excess storage costs resulting from a vehicle's excess size. These costs are collected in accordance with the Service regulations unless one of the criteria below is met:
 - a. An oversized POV may be authorized or approved through the Secretarial Process if it is required by the Service member or his or her dependents for medical reasons.
 - b. If a Service member is married to a Service member and both Service members are each authorized to store one POV, they may store one oversized vehicle instead of storing two POVs.

The cost for the storage of one oversized POV is limited to what the Government would have paid for the storage of two standard size POVs.

3. The Services may designate, through the Secretarial Process, POV storage facilities.

a. If Government storage is available, then a Service member may personally arrange POV storage at either the Service-designated facility or a commercial storage facility other than the Service-designated facility. A Service member may be reimbursed for travel to and from a commercial storage facility, limited to the cost of travel to a Service-designated storage facility. Reimbursement is for the actual storage cost and limited to what it would have cost the Government to store the POV.

b. Storage in a private residence, garage, or on a private lot does not constitute a commercial facility. Reimbursement is not authorized for any costs associated with storage in a non-commercial storage facility, which includes transportation costs to or from the storage facility.

c. The actual cost of storage is reimbursable if Government storage is neither available nor designated, or if the Transportation Officer instructed the Service member to store the POV at personal expense.

4. The Service may elect to transport the POV to and from the storage location.

a. If Government-procured transportation is available and the Service member chooses to personally arrange transportation, then he or she is limited to the Government's constructed-transportation cost. The Government's constructed-transportation cost is compared to the total of the following two costs:

(1) The Service member's actual transportation cost to and from the storage facility.

(2) The automobile mileage rate for the official round-trip distance to and from the storage facility, if the POV is driven

b. If Government-procured transportation is not available or the Service member is instructed by the Transportation Officer to personally arrange POV transportation, then he or she is reimbursed the actual cost of transportation. If the POV is driven, reimbursement is at the automobile mileage rate for the official round-trip distance to and from the storage facility.

c. If the Service member is traveling to or from OCONUS, and drops off or picks up the POV at the storage facility en route to his or her destination, then he or she is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (such as the PDS or VPC or port) limited to the Government's constructed cost of transporting the POV.

5. An eligible Service member who delivers his or her POV to the storage facility concurrently with PCS travel (with no TDY en route) is authorized both of the following PCS allowances:

a. Direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger port of embarkation.

b. Travel for the Service member and his or her dependents from the old PDS to the passenger port of embarkation to drop off dependents and for his or herself from the passenger port of

embarkation to the designated storage facility. Reimbursement is not authorized for return travel to the port of embarkation from the designated storage facility.

6. An eligible Service member who picks up his or her POV from the designated storage facility concurrently with PCS travel (with no TDY en route) is authorized PCS allowances for both his or herself and dependents for direct travel from the passenger's point of debarkation to the designated storage facility and then to the new PDS.

7. An eligible Service member who delivers his or her POV to the designated storage facility due to PCS travel to a foreign PDS or non-foreign PDS OCONUS and then performs a TDY en route is authorized all of the following:

a. A MALT, plus per diem at the Standard CONUS per diem rate, for one authorized traveler for the official distance from the old PDS to the TDY location or locations en route.

b. MALT for one authorized traveler for the official distance from the TDY location to the designated storage facility.

c. PCS allowances for direct travel from the designated storage facility to the passenger port.

8. An eligible Service member who picks up his or her POV from the designated storage facility to travel on a PCS order and he or she has a TDY en route is authorized all of the following:

a. PCS allowances, including per diem, for direct travel from the passenger port to the designated storage facility to pick up the POV.

b. MALT plus per diem, at the Standard CONUS per diem rate, for one authorized passenger for the official distance from the designated storage facility to or from the TDY location.

c. MALT plus per diem, at the Standard CONUS per diem rate, for the official distance to or from the TDY location to the new PDS.

9. A dependent who travels with the Service member or who delivers the POV to the designated storage facility is authorized travel and transportation allowances.

a. The allowances are based on the travel actually performed using the MALT and per diem rates, 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 at the rate specified for dependents in par. 050303 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 specified in Chapter 2 for the time required for travel between authorized points.

b. If Government-procured transportation is used, then subtract the cost of Government-procured transportation from the allowances.

10. A dependent who picks up the POV from the designated storage facility without traveling with the Service member to the TDY location en route is authorized dependent PCS allowances from the port of debarkation to the designated storage facility and then to the new PDS.

11. Storage of a POV may continue in the following circumstances:

a. A POV may remain in storage at Government expense for up to 90 days after the Service member returns from a PDS OCONUS to which the POV could not be shipped or returns after a TDY order for a contingency operation. All storage charges accrued after 90 days are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

b. A Service member with an authorized POV in storage under this section who separates from the Service or is relieved from active duty is authorized continued storage up to 180 days after the date of the active-duty termination unless specifically prohibited in par. 051002. All storage charges accrued 181 days or later are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

c. A Service member with an authorized POV in storage who is retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separation pay, or dead is authorized continued POV storage for up to 1 year from the date of active-duty termination. All storage charges accrued after 365 days are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process. An extension may be granted for the circumstances described in par. 051003.

d. A Service member is authorized pick up or delivery of his or her POV at Government expense, regardless of the time in storage, as long as the Service member's order is valid. This includes a POV that was stored at Government expense that was converted to storage at the Service member's expense.

12. A Service member may be authorized a funds advance of POV storage costs in accordance with Service regulations.

13. A POV may be stored by the eligible Service member before a PCS or contingency order is issued when all of the following criteria are met:

a. The AO for the PCS or contingency operation, or his or her designated representative, provides a supporting statement that he or she advised the Service member ahead of time that the PCS or contingency order would be issued.

(1) The time between when the Service member is advised that the PCS or contingency order will be issued and when the actual PCS order is issued must be a relatively short time period.

(2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS or contingency order will be issued.

b. The Service member agrees in writing to reimburse the Government for the entire cost of storing the POV if a PCS order or contingency order is not issued or if the PCS order or contingency order does not authorize storage of a POV once it is issued.

c. The Service member agrees to pay any additional costs for reshipment of the POV to another storage facility because the PDS named in the issued order is different from the PDS named in the PCS AO's supporting statement, or because a return to the current PDS is necessary if the contingency order is not issued.

14. A POV that is stored after the Service member receives a PCS or contingency operation order that is later amended, modified, canceled, or revoked may be removed from storage and shipped or reshipped to the proper destination at Government expense. A POV may not be removed from storage and shipped if the Service member has fewer than 12 months remaining on his or her tour OCONUS. The exceptions for HHG transportation in par. 051305 also apply to this paragraph.

15. A Service member who is authorized POV storage may exercise this authority at any time as long as the PCS order remains in effect and the POV storage is due to the PCS and not for personal reasons.

0533 Separate Return of Current or Former Dependent from a PDS OCONUS

053301. POV Transportation for Early Return of Dependents (ERD)

A. Eligibility. A Service member who is authorized an Early Return of Dependents (ERD) due to official or personal situations (see par. 050804-F) may be authorized POV transportation for his or her dependents.

B. Allowances. A Service member is authorized transportation at Government expense for his or her dependents and household goods to a designated place in the CONUS, Alaska, Hawaii, a U.S. territory, a possession of the United States, or, if the dependents are foreign nationals, to a place in the country of their origin.

1. A dependent authorized travel from a PDS OCONUS under an Early Return of Dependents (ERD), as specified in Section 0508, may also be authorized transportation of one POV to the designated POV unloading port or VPC serving the location where the dependent is authorized to travel.

2. If a POV shipment is en route to the designated OCONUS unloading port or VPC, the authority exists to change the transporter or place of shipment on the effective date of the dependents travel.

3. A dependent who travels from the PDS OCONUS to the authorized destination without an authorized order but under circumstances that permit an order may be authorized or approved transportation for one POV from the designated POV loading port or VPC OCONUS. If the conditions of par. 050804 are met, then a travel order is issued authorizing dependent travel and POV transportation from the designated POV port or VPC serving the location that dependent travel would have been authorized. This order must be supported by the Service member's commanding officer's determination that:

- a. The dependent traveled to an appropriate destination to reside.
 - b. The dependent meets all of the conditions in par. 050804, except that a travel order for transportation was not issued.
 - c. The status of the dependent as command-sponsored OCONUS remains unchanged. This does not apply for a Service member's former dependent whose transportation could have been authorized under par. 050805.
 - d. A travel order approving the dependent transportation to an appropriate destination under par. 050804 is in the Government's best interest.
4. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.
 5. The shipment of a POV under an ERD order, if authorized and approved, exhausts the Service member's entitlement to ship a POV from the last or any previous PDS OCONUS to the CONUS.

053302. POV Transportation OCONUS after Divorce or Annulment

A. Eligibility. A Service member stationed OCONUS whose marriage is terminated by divorce or annulment may be authorized transportation allowances for a POV.

B. Allowances

1. A Service member authorized to transport a POV on a PCS order may have the POV transported one last time when his or her POV is legally awarded to the spouse through a divorce.
 - a. The Service member must transport the POV in accordance with the procedures in Section 0530, and agree in writing to pay any excess costs involved.
 - b. The POV shipment ends all authority for POV transportation under the Service member's PCS order.
2. A Service member stationed OCONUS may be authorized POV transportation for a former family member who was a command-sponsored dependent and resided with the Service member.
 - a. The POV must be turned over to the Transportation Officer for shipment within 1 year after the final decree's effective date for the divorce or annulment.
 - b. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.

0534 Rental Vehicle Reimbursement When a POV Transported At Government Expense Arrives Late

A. Eligibility. A Service member or dependent that is authorized POV transportation may be eligible for reimbursement for a rental vehicle when the POV arrives late. The POV must be transported at Government expense for the Service member's or a dependent's use under any of the following:

1. PCS orders.
2. An unusual or an emergency circumstance.
3. Various other situations that may not be directly related to a PCS.

B. Allowances. A POV has not arrived at the authorized destination if it is not available for delivery to the Service member on or before the designated delivery date. If the Service member's POV does not arrive at the authorized destination by the designated delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for his or her use or a dependent's use. Reimbursement for a rental vehicle, by law, is limited to \$30 per day with a maximum reimbursement of \$210. The Service member or 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. See [Computation Examples](#).

**CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)**

PART B: COST OF LIVING ALLOWANCE (COLA)

SERVICE MEMBERS ONLY

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost of living with the CONUS cost of living. An allowance to cover official entertainment expenses is not authorized by [37 USC §405](#) and is not included in the JTR.

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the Service member's PDS except when the ship's home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the Service member's annual income (as determined by the Service member's grade, years of service, and dependency status) to identify the Service member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. See Appendix J for detailed computation steps.

D. COLA Unique Expenses. In some OCONUS locations Service members incur expenses for items that are not incurred in CONUS. Under the procedures in Appendix J, reimbursement may be authorized for specific locations and specific types of expenses.

E. COLA Reporting Requirements. See [COLA reporting requirements and procedures](#).

9105 COLA START/STOP

A. Start. COLA generally starts on the day a Service member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the Service member's reporting day if, on the reporting day, a Service member is authorized MALT Plus per diem.

B. Stop. COLA stops:

1. The day before the Service member departs in compliance with a PCS order, or
2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the Service member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,
2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or
3. Service Member without Dependent(s) Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new home port begins on the home port change effective date. However, if a Service member without dependent(s) is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change

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effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a Service member without dependent(s) is authorized COLA based on the old home port until the day the Service member moves back aboard the ship.

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a Service member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the Service member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the Service member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A Service member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the Service member reports to the new PDS.

9115 COLA FOR A SERVICE MEMBER WITHOUT DEPENDENT(S)

A. Reduced COLA. A reduced COLA is paid to a Service member when both Gov't Qtrs and a Gov't dining facility are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW Appendix J for a Service member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the without dependent rate.

B. Gov't Dining Facility Availability

Note 1: For COLA purposes – If the permanently assigned Service member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility (par. 9000-E and Appendix A), then a Gov't dining facility is available.

Note 2: The decision on COLA authority for a Service member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

- a. Dining facility is actually available to the Service member,
- b. Service member is expected to purchase food for preparation in the Gov't Qtrs, and
- c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

Note 3: If the commander authorizing COLA expects the Service member to cook and consume meals in the Gov't living Qtrs, then COLA for a Service member with 0 dependents is authorized. However, if the Service member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A Service member, who routinely eats 2 or more meals a day in the dining facility is only authorized to receive the Reduced COLA rate.

1. Service Member with Gov't Qtrs and Gov't Dining Facility Available. A Service member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility available, is authorized the Reduced COLA rate. The presence of a non-command sponsored dependent at or near the PDS is not a reason for a Service member to receive COLA at the 0 dependent rate. In that situation, the Service member is still only authorized Reduced COLA rate.

2. Service Member with Gov't Qtrs Available but without a Gov't Dining Facility Available. A Service member who has Gov't Qtrs available but who does not have a Gov't dining facility available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a Service member with 0 dependents.

3. Service Member with Gov't Qtrs Available but for Whom Gov't Dining Facility Use is Impractical. A Service member who has Gov't Qtrs available, but whose commanding officer/installation commander, or

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delegated designee, furnishes a statement that Gov't dining facility use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in Appendix J for a Service member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining facility usage, cannot determine that Gov't dining facility is unavailable for a Service member who eats 2 or more meals a day in a Gov't dining facility..

4. Enlisted Service Member Authorized to Eat Separately. An enlisted Service member for whom **Government Quarters** are not available and who is authorized to **eat separately** (i.e., away from a **Government** dining facility) is authorized COLA for a Service member with 0 dependents. **See computation in Appendix J.**

5. Service Member Married to Service Member Couple Maintaining a Joint Residence. A Service member, who is authorized to **eat** separately and who maintains a joint residence with the spouse who also is a Service member, is authorized COLA for a Service member with 0 dependents (par. 9210). **See computation in Appendix J.**

6. Service Member Authorized to Occupy Other than Gov't Qtrs. A Service member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a Service member with 0 dependents.

7. Service Member without Dependent Who Elects Not to Occupy Inadequate Gov't Qtrs. A Service member in grade E-6, who has no dependent, has elected to not occupy inadequate Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a Service member with 0 dependents.

8. Service Member Who Has No Dependent and Is Assigned to a Ship. A Service member who:

- a. Has no dependent,
- b. Is assigned to permanent duty aboard a ship,
- c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov't Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov't Qtrs, and
- d. Occupies private sector housing,

is authorized COLA computed as indicated in Appendix J for a Service member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each Service member of a Service member married to Service member military couple (both below grade E-6) is authorized COLA as specified in Appendix J for a Service member with 0 dependents if the spouses:

- a. Have no other dependent(s),
- b. Are assigned to permanent duty aboard ship(s),
- c. Elect to not occupy assigned shipboard Qtrs, and
- d. Occupy a private sector housing.

10. Service Member in Confinement. A Service member without dependent(s) is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

C. Leave Periods. If a Service member without dependent(s) takes leave away from the OCONUS PDS vicinity, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the Service member returns to the PDS from leave.

9120 NON-COMMAND SPONSORED DEPENDENT IN PDS VICINITY

A Service member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with-dependent COLA even if the dependent's presence leads the Service member to choose not to use an available Gov't dining facility. The Service member is authorized COLA the same as any other Service member without dependent(s) under par. 9115-A under the same conditions. If the Service member changes the tour election and agrees to serve the accompanied tour, with-dependent COLA under par. 9130 starts on the date the dependent is command sponsored.

9125 FRACTIONAL COLA FOR A SERVICE MEMBER WITHOUT DEPENDENT

A Service member without dependent:

1. On duty at a PDS where a Gov't dining facility is available (Service member is receiving the reduced COLA rate), and
2. Whose duty, as distinguished from a travel status, requires the Service member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without dependent COLA for each meal not furnished in a Gov't dining facility in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW Appendix J for a Service member with 0 dependents for the PDS, or in the case of a Service member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

October 1, 2011	
Meal Involved	Applicable Percentage
Morning	7%
Noon	15%
Evening	15%

9130 COLA FOR A SERVICE MEMBER WITH-DEPENDENT(S)

A. General. A Service member with-dependent(s) is authorized OCONUS COLA based on the number of command sponsored dependent(s) at the PDS vicinity (see par. 9210 for authority for Service member married to Service member couples) regardless of Gov't dining facility availability (including aboard ship), except:

1. When a Service member is on leave away from the OCONUS PDS vicinity for more than 30 days and is accompanied by all command sponsored dependents.;
2. When any command sponsored dependent departs the OCONUS PDS vicinity for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in Appendix J for the number of command sponsored dependents remaining at the PDS;
3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in Appendix J for the number of command sponsored dependents remaining at the PDS;
4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents' departure to the rate specified in Appendix J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance return to a location other than the OCONUS PDS, the Service member becomes a Service member without dependents (see par.

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9000-B2) and the OCONUS COLA at the with-dependent rate terminates the day before the command sponsored dependents depart the Service member's PDS. See par. 9225 for early/advance return of foreign born command sponsored dependents authorized to travel to their native country; or

5. When in a confinement status as a result of disciplinary action, the Service member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in Appendix J for the number of command sponsored dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a Service member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. The dependent is authorized to travel to the new home port,

the new home port is the Service member's PDS for COLA purposes ([65 Comp. Gen. 888 \(1986\)](#)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a Service member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the [COLA index](#) payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J.

9140 COLA REPORT SUBMISSION

See Appendix M for COLA report submission.

9145 COLA FOR AN RC SERVICE MEMBER

Effective for an RC Service member called/ordered/entering active duty on/after January 6, 2006.

Note: New rules apply for an RC Service member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after January 6, 2006. If the active duty began prior to January 6, 2006, the new rules do not apply even if the Service member's continuous service extends beyond January 6, 2006. A Service member whose service was extended on/after January 6, 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a Service member is authorized COLA at the with-dependent rate for the PLEAD, there is no command sponsorship requirement. The Service member must reside permanently in the area concerned at the time called/ordered to active duty ([55 Comp. Gen. 135 \(1975\)](#)).

B. Called/Ordered to Active Duty for More than 30 Days. An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty for Training for 140 or More Days. The initial rate terminates on the day

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before the day the Service member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the Service member reports at that location. A Service member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a Service member already on active duty.

2. Called/Ordered to Active Duty for Other than Training for More than 180 Days with PCS Allowances.

Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day before the Service member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the Service member reports at that location (e.g., Service member reports on 30 June. Primary OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A Service member called/ordered to active duty for other than training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the Service member reports at that location (e.g., Service member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active Duty for Other than Training for More than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active duty for other than training for more than 180 days at one location, away from the Service member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW par. 020501, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see Appendix A); or
2. Whenever there is no per diem authority.

The Service member is authorized COLA at the rate prescribed for the Service member's principal place of residence location at the time called/ordered to active duty ([55 Comp. Gen. 135 \(1975\)](#)).

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

Part A: General Information (Service Members Only)

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 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.

7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on 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, 2018 (effective January 1, 2018).

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
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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.

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 Government;

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. Government 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 Government 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 Government 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 Government 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 Government/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 Government to furnish employees, members, and other persons authorized to travel at Government 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](#).

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

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 Government 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 Government 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, December 20, 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 Government 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 Government.
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 Government 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 Government 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 Government Dining Facility or with an organization drawing field rations, and is provided Government 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 (GOVERNMENT). 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 Government.

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 Government 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 Government Qtrs or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased Qtrs for which the Government controls occupancy).

GOVERNMENT CONVEYANCE

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government 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 Government 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 Government 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 Government 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 Government 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. Government operations.

GOVERNMENT LODGING PROGRAM. For the **ILPP**, Government 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: Government lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging , (e.g., Privatized Army Lodging); and Government 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 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 including the operating cost.
2. \$13.90/day.
2. \$13.90/day.

C. Effective Date(s). The discount and standard Government meal rates above are effective from January 1, 2018 to December 31, 2018.

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS (Government Qtrs)

A. Government Qtrs. The following are Government Qtrs:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the Government;
2. Lodging or other Qtrs obtained by Government 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 Government 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 Government 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 Government for transportation on land, water, or in the air. See Government Conveyance.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The Best Value cost the Government would have paid for Government procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable Government document used to procure common carrier transportation services.
3. A GTR obligates the Government 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 Government (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the Government and the Government 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-Government) 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 Government 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 Government 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 Government 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 Government employee.

INVITATIONAL TRAVEL

1. Authorized travel by individuals either not employed by the Government or employed intermittently in the Government'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 Government 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 Government 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. Government procured commercial transportation, and/or
3. Government 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/Government 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 Government/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 Government 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 Government 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 Government 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 Government storage facility is available or an available Government 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 Government Agency, nor is it rented or leased for use in carrying out official Government 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. Government Qtrs,
- b. Government 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. Government 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 [Government 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 Government-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 Government 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 Government 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, Anathathan, 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 Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-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 Government request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Government, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government 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 Government. 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 Government Dining Facility, and
3. At which there are U.S. Government 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 Government 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

Acronym	Meaning
BAH	Basic Allowance for Housing (Service members only)
BAH-DIFF	Basic Allowance for Housing – Differential (Service members only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Service members only)
BAH-T	Basic Allowance for Housing – Transit (Service members only)
BAS	Basic Allowance for Subsistence (Service members only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See App P.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Service members only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Service members only)
CTD	Civilian Travel Determination (Civilian employees only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
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)

Acronym	Meaning
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
Government	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Service members only)
HHT	House Hunting Trip (Civilian employees only)
HOR	Home of Record
HOS	Home of Selection (Service members only)
HSTA	Home Service Transfer Allowance (Civilian employees only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does <u>not</u> apply to any other form of personal credit card.
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)

Acronym	Meaning
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (Service members only)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (also referred to as PRO-Gear)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PHS	Public Health Service (same as USPHS)
P. L.	Public Law
PLEAD	Place from Which Entered (or Called) to Active Duty (Service members only)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPP	Priority Placement Program
PPV	Public-Private Venture (lodging)
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

Acronym	Meaning
	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.