

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

MARCH 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 142-17(E) – Replace Language for Authorization of Specific Allowances. This item eliminates language where authorized allowances are listed separately and replaces it with language that refers to the appropriate chapter where the specific allowances are incorporated. Affects pars. 031102, 032002, 033003, 033201, and 033202.

MAP/CAP 003-18(I) – Reinsert Language Erroneously Omitted. This item adds language to par. 020303, Table 2-16 that was erroneously omitted in the rewrite.

MAP 004-18(I) – Correct Paragraph Reference. Corrects the paragraph number from the four digit number used before the rewrite (5016) to the correct six digit number used after the rewrite (050203.A1b). Affects par. 031102.

MAP/CAP 005-18(I) – Miscellaneous Hyperlinks Corrections. This item corrects miscellaneous hyperlinks and references in the JTR. Affects pars. 0305, 030501-A6, Ch 5, TOC, 050410-B, 050407, 0505, 050501-B, 050502-B, 050816-A1, 050816-B (Table 5-26), 051002-J2 and J6, 051104-B1, 051104-B2c, 051205-C1b, 051205-C4, 051903-A, 10030; and Appendices A, J, and K.

MAP/CAP 013-18(I) – Miscellaneous Hyperlink Corrections. Corrects miscellaneous hyperlinks and references in the JTR. Affects pars. 010103-C, 020206-M2, Table 2-4, 030201-A2, and 031501-B.

MAP/CAP 016-18(I) -- Cross-Functional Team – Travel (CFT-T). Creates Appendix B in the Joint Travel Regulations to support the Cross-Functional Team - Travel (CFT-T).

MAP/CAP 017-18(I) – Travel Status. Corrects language in Travel Status tables. Affects pars. 010203-C and D and Tables 1-2, 1-3, 1-4, and 1-5.

CHAPTER 1: GENERAL POLICY

0101 BASIC TRAVEL RULES

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

010101. Travel Categories

The categories of travel addressed in the JTR are:

- A. Temporary Duty (TDY) Travel.
- B. Government-funded Leave Travel.
- C. Local Travel at the Permanent Duty Station (PDS).
- D. Permanent Duty Travel (PDT), including Permanent Change of Station (PCS) Travel.
- E. Evacuation Travel.

010102. Guiding Principle

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

010103. Traveler Responsibilities

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

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

C. Ethics Regulations and Rules. The traveler must comply with Federal ethics laws, DoD 5500.07-R (Joint Ethics Regulation) and the Agency’s or Service’s ethics regulations and rules. Rules pertaining to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-Federal sources must be followed.

010104. Service or Agency Responsibilities

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

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

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

0102 OTHER BASIC TRAVEL INFORMATION

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

010201. Key Participants

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

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

Uniformed Service Members	Civilian Employees	Other Travelers
1. Air Force 2. Army 3. Marine Corps 4. Navy 5. U.S. Coast Guard 6. National Oceanic and Atmospheric Administration 7. U.S. Public Health Service 8. Active and Reserve Component (RC) members	1. Civilians employed by the DoD 2. Civilians employed by other agencies, but funded by DoD	1. Spouse 2. Children 3. Other Dependents 4. Family members 5. Relatives 6. Civilians not employed by the Government
*Table is not all-inclusive.		

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

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

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

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

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

010202. Requirement to Travel

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

010203. Travel Status

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

A. Travel Status Qualifiers. A travel status includes:

1. Time spent away from the PDS on public business under a valid travel authorization.
2. Necessary TDY travel. This includes time spent at a TDY location, regardless of whether duty is performed while traveling or how much time is spent away from the PDS.
3. PCS travel.
4. Necessary delays while awaiting further transportation after travel status begins.
5. Travel to or from a hospital or medical facility for observation or treatment.
6. Travel by Government or other aircraft, including flights for training purposes made under a valid travel authorization that requires one or more landings away from the starting point.
7. Flights for training purposes made in the absence of a travel authorization when it is necessary to remain away overnight.

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

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

1. Traveler’s residence when the traveler commutes from there daily to the PDS.
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS.
3. Place near the traveler’s residence where the privately owned vehicle (POV) is garaged or stored.

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

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

Table 1-2. Travel Status Start and End Locations for a Traveler Other Than Aircrew Member or Courier			
Travel Status Start Locations			
When a Service member departs from...	And proceeds to the...	And then to...	Travel Status starts when the Service member departs from the...
home,	terminal,	N/A	home.*
home,	office, and performs duty there,**	the terminal.	office, even though the terminal is at the PDS.***
		another duty or departure point within the PDS before going to the terminal,***	other duty or departure point within the PDS. A terminal is never “another departure point”.
Travel Status End Locations			
When a Service member returns to the...	And proceeds to...	And then to...	Travel Status ends when the Service member returns to the...
terminal,	home,	N/A	home.*
	the office, and performs duty there,	home,	office.
	another duty or arrival point within the PDS (a terminal is never “another departure point”).		other duty or arrival point within the PDS.***
*The AO may permit the Service member to start or end official travel from (at) the location at which he or she maintains the family residence if the Service member commutes daily to the PDS from a different location. If to the Government’s advantage, the AO may authorize or approve POV use to start or end at one of the following: the Service member’s residence from which he or she commutes daily to the PDS;			

the location at which the Service member maintains the family residence, if he or she commutes daily to the PDS from a different location; the place near the Service member's residence where the POV is garaged or stored.
***Disregard travel to and from the office if the Service member performed no duty there.*
****This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

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

Table 1-4. Aircrew Member or Courier Travel Status Start and End Locations			
Travel Status Start Locations			
When a Service member departs...	And proceeds to...	And then to...	Travel Status starts when the Service member departs from...
home,	the office, and does not perform duty there,	flight operations or a terminal within the limits of the PDS,	the terminal (“departs from” refers to “wheels up”).
	flight operations or a terminal within the limits of the PDS,	N/A	
	the office, and performs duty there,*	flight operations or a terminal outside the limits of the PDS,	the office.
	flight operations or a terminal outside the limits of the PDS,	N/A	home.
Travel Status End Locations			
When a Service member returns to...	And proceeds to...	And then to...	Travel Status ends when the Service member returns to...
flight operations or a terminal within the limits of the PDS,	home	N/A	the terminal (“returns to” refers to “wheels down”).
	the office, and does not perform duty there,		
flight operations or a terminal outside the limits of the PDS,	the office, and performs duty there,*	home,	the office.
	home,	N/A	home.
<i>*Disregard travel to and from the office if the Service member performed no duty there.</i>			

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

A traveler is required to use the GTCC to obtain travel advances and to pay for all official travel expenses. A traveler may be exempted from this requirement under certain circumstances. See the [DoDFMR, Vol. 9, “Travel Policy,”](#) dated June 2015, for travel advances when the traveler is not issued a

GTCC. Advance funds for certain travel and transportation allowances are authorized in law (see [DoDI 5154.31, Vol. 4](#), “Government Travel Charge Card Regulations”).

010205. Defense Travel System (DTS) Use

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

010206. Travel Authorizations and Orders

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

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

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

TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more	<ul style="list-style-type: none"> • Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)). • Civilian PCS orders are valid for 1 year from

Table 1-6. Time Limits for Travel Orders		
TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
authority.*	days (20 weeks), then it is a permanent duty assignment.	the civilian employee's transfer or appointment date. See par. 5518 for exceptions.
<i>*Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.</i>		

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

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

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days		
All Service Members Other Than Army	Army Service Members	Civilian Employees
<ul style="list-style-type: none"> Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the Combatant Commander (CCDR) or Deputy CCDR. No further delegation is authorized. 	<ul style="list-style-type: none"> Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can be re-delegated to authorize a TDY for a Service member assigned to a Warrior in Transition Unit. In that case, a Flag Officer or civilian equivalent from the U.S. Army Medical Command must first recommend that the Army Compensation Chief authorize or approve the TDY. If the Army Compensation Chief approves the recommendation, then the Service Compensation Chief (a two-star Flag Officer or civilian equivalent) may authorize or approve the TDY. 	<ul style="list-style-type: none"> Secretary concerned, DoD Agency Director, Service or DoD Agency Headquarters (if delegated), Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can only be delegated as stated for Service or DoD Agency Headquarters.

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

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

- a. Approve the authorization or order as written.
- b. Direct that the authorization or order be amended to:

- (1) End the duty and return the traveler to the PDS or assign a new PDS.
 - (2) Change the assignment from TDY to a PCS.
 - (3) Set the period at 180 or fewer days from the TDY report date.
 - (4) Authorize a temporary change of station (TCS) if the traveler is a civilian employee and ensure that the tax information is listed in the Remarks section of the TDY order for that civilian employee. A TCS is a temporary relocation of a civilian employee to a new PDS on long-term assignment and subsequent return to the previous PDS after assignment completion.
2. See Chapter 3, Part C for information on civilian employees deployed to Afghanistan or Iraq in support of ongoing contingency operations.
3. For civilian employees, if a TDY will last between 6 months and 30 months, the AO must determine before the travel begins whether the assignment is actually temporary or should be a PCS. If the assignment is determined to be temporary, the AO must then determine if the duty should be a TCS or a TDY. For an assignment to be designated TDY, it must meet all of the following criteria:
- a. Duties are temporary in nature.
 - b. Assignment is for a reasonable period of time.
 - c. TDY costs are lower than round-trip TCS or PCS expenses.
4. If the AO determines that a TCS is appropriate for the civilian employee, the civilian employee should see Chapter 5.

0103 FINANCIAL RULES

010301. Receipt Requirements

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

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

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

010302. Duplicate Payments and Fraudulent Claims

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

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

0104 UNIQUE STATUS OR CONDITION

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

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

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

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

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

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

CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

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

020101. Transportation Allowance

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

- A. Provide Government transportation.
- B. Purchase commercial transportation on behalf of the traveler.
- C. Reimburse the traveler for personally purchased transportation.
- D. Reimburse the traveler for use of a privately owned vehicle (POV).

020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. See [current per diem rates](#). Expenditures defined in the JTR as “incidental expenses” are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from “miscellaneous reimbursable expenses.” The following list of standard incidental expenses applies to all travelers:

- A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.
- B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).
- C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.
- D. Expenses related to lodging that are listed in the room account.
- E. Transportation tips for courtesy transportation (for example, an airport shuttle).

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

020103. Miscellaneous Reimbursable Expenses

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

0202 TRANSPORTATION

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

020201. Traveler Does not Use Authorized Transportation 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. 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. 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	
<ol style="list-style-type: none"> 1. When the circumstances warrant, and must not be automatic. 2. When the AO considers each case individually, considering both funding and mission needs. 3. When the traveler is required to travel overnight (2400-0600) and the transportation mode does not provide adequate sleeping accommodations. 4. When the scheduled flight exceeds 14 hours and travel is to or from a location OCONUS unless the traveler is required to travel overnight. 	<ol style="list-style-type: none"> 1. When the traveler is authorized first or business class travel. 2. When the traveler is provided a rest stop en route instead.
Rest Stops En Route	
<ol style="list-style-type: none"> 1. To allow the traveler to start at, near, or after the end of the traveler’s regularly scheduled duty hours. 2. During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations. 3. At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits. 4. For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. 5. At a location en route at which the carrier permits free stopovers. 6. When the origin or destination location is OCONUS and travel is by a usually traveled route. 7. 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.* 8. 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. 	<ol style="list-style-type: none"> 1. For official travel for a permanent change of station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&R), Funded Environmental Morale Leave (FEML), and personnel evacuations. 2. For personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time. 3. When a traveler takes leave at a stopover location. 4. For a traveler authorized first or business class accommodations. 5. When the flight lasts 14 or fewer hours. 6. When travel is within the CONUS. 7. 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	8. TDY location	14. First duty station
2. Home of record	9. Renewal agreement travel leave location	15. Last duty station
3. Primary residence	10. Permanent duty station	16. Alternate location
4. Privately owned vehicle-storage facility	11. Passenger point of embarkation	17. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service civilian employee	12. Privately owned vehicle-unloading port or vehicle-processing center	18. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	13. A designated place	19. Home of selection
7. COT leave location		20. PLEAD

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	
1	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.
2	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).
3	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.
4	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.
5	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.
6	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.
7	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.
8	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.
9	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)).

Table 2-3. Rules for U.S. Flag Carriers		
	If...	Then...
10	the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.
11	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.
12	transportation is paid by a non-Federal source, in accordance with the JTR, DoD 5500.07-R , or Service regulation for non-DoD Services,	a non-U.S flag air carrier may be used.
13	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,	
14	medical reason including the need to reduce the number of connections and delays when transporting a person in need of treatment,	
15	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,	
16	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 ,	
17	a traveler's safety is at risk, such as a terrorist threat against the traveler	
18	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,	the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.
19	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 can be used, if it reduces the delay (56 Comp. Gen. 216 (1977)).
20	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		
20	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).
21	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.
22	a U. S. flag ship is not available,	the transportation or other appropriate officer may authorize or approve use of a foreign flag ship.

Table 2-3. Rules for U.S. Flag Carriers	
If...	Then...
23	<p>the request for foreign flag ship is for inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons</p>
	<p>a foreign flag ship may not be authorized or approved.</p>

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...	
1	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.
2	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.
3	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.
4	accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than unrestricted economy or coach,	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
5	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.
6	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.
7	Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
8	a protective detail accompanies a traveler who is authorized more costly accommodations,	
9	a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
10	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.
11	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	

Table 2-4. Travelers Changing Class of Service	
If...	Then...
	be scheduled en route or at the TDY site before starting work,
12	the following personnel are required for the mission: <ul style="list-style-type: none"> • Federal advisory committee members; • Special high-level invited guests; and • U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.
13	a non-Federal source pays for business-class transportation in advance,
14	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,
15	using business class results in overall savings to the Government by eliminating overtime, additional subsistence costs, or lost productivity time,
16	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,
17	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,

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
1	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.
2	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.
3	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.
4	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.*
5	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*
6	NOAA Corps Members Only	NOAA Corps Director.*	
7	USCG 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](#),” 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...
1 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 economical.
2 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.

Table 2-7. Transportation Allowances for Commercial Air Travel	
If...	Then...
3 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.
4 a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,	the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the Fly America Act .

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved. Only the authorities in Table 2-5 may authorize or approve other than coach or economy class accommodations under the following circumstances ([OMB Bulletin 93-11, April 19, 1993](#)):

1. The travel can be completed only by ship.
2. The travel is performed more economically or efficiently by ship.
3. The travel is for medical reasons.
4. The travel is for security reasons.
5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

020207. Reimbursement for Commercial Transportation

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

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

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

1. Fees for the first checked bag. Any additional cost because of size or weight must be authorized or approved.
2. Excess accompanied baggage when it is authorized or approved. To be authorized or

approved, the contents of the baggage must be required for the traveler's official duty and must not be available at the TDY location. See Chapter 5 for allowances related to unaccompanied baggage.

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

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

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

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

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

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

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

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

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

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

3. Baggage check-in fee at curbside.

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

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

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

020208. Reimbursement for Government Transportation

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

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

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

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

1. Gas and oil.
2. Ferry fares, storage fees, guard fees, and repairs.
3. Bridge, road, or tunnel tolls.
4. Parking fees when the AO authorizes or approves them.
5. Insurance to cover liability for damage, personal injury, or death to third parties when traveling in foreign locations where law requires the insurance coverage.
6. The cost of an international driver's license, including the cost of photos, when mission essential.

020209. Rental Vehicle

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

1. Medical disability or other special need.
2. Mission requirements.
3. Cost is the same or less for a non-compact vehicle.

4. Multiple travelers are authorized to travel in the same rental vehicle.
5. Government material for official business requires more space.
6. Safety, such as driving during severe weather or on rough or difficult terrain.

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

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

Table 2-8. Rental Vehicle Expenses		
	If...	Then...
1	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.
2	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.
3	multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
4	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.
5	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.
6	the mission requires an international driver’s license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
7	a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
8	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.
9		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.

Table 2-8. Rental Vehicle Expenses		
	If...	Then...
10	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.
11	the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
12	the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
13	the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
14	a traveler incurs gas or oil expenses,	the traveler may receive reimbursement. Note: Prepaid fueling is not authorized.
15	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.
16	the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
17	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...
1	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.
2	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.
3	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...
1	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.
2	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.
3	a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.
4	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		
1	air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
2	the AO determines that a rental car is more economical, but the traveler uses a POV,	
Vehicle v. Bus		
3	neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
Vehicle v. Commercial Airplane		
4	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
5	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.
6	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.
7	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		
8	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.
9	an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
10	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.

Table 2-11. Cost Comparison Rules for Using a POV	
If...	Then...
Aero Club Aircraft v. Commercial Air	
11 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	
1 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	
2 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.
3 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.

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

	If...	Then...
1	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.
2	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.
3	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.
4	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.
5	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.
6	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.
7	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...
1	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.
2	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.
3	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.
4	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.
5	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.
6	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)).
7	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,	
8	adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

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

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

Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.
2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:
 - a. A Service member attending a Service school at a Uniformed Service facility.
 - b. Any officer in a pay grade of O-7 through O-10 or Senior Executive Service (SES) employee who personally determines quarters availability.
3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.
4. TDY is at a Joint Base without a common perimeter and the Government quarters are located at a geographically separate part of the Joint Base from the duty location.

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

1. A Government quarters non-availability confirmation number provided by the Service's lodging registration process.
2. The date the Service member attempted to make reservations, along with the phone number and name of the billeting office's point of contact.
3. The Service member's certification that Government quarters were not available upon arrival.

Table 2-15. Lodging Reimbursement Rules		
If...	Then...	
1	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.
2	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.
3	multiple travelers sign a lease for lodging,	each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*
4	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.
5	a Service member lodges with	the Service member is not authorized lodging reimbursement

Table 2-15. Lodging Reimbursement Rules		
	If...	Then...
	friends or relatives,	(see par. 020304).
6	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.
7	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.
8	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.
9	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.
10	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.
11	a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
12	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.
13	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...
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
3	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.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler’s control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as
5	the traveler cannot occupy lodging at the first TDY location due to conditions	

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging		
	If...	Then...
	beyond the traveler's control,	a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See computation example .
6	a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,	
7	a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal convenience,	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.
8	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 dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
9	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.
10	lodging is required on the day of departure from the TDY site,	the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
11	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.
12	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.
13	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.
14	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: <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. The PMR does not apply when the traveler is traveling.
Standard Government Meal Rate (GMR)	<ol style="list-style-type: none"> 1. 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. 2. The GMR does not apply when the Service member is traveling. 3. 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
1	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 meal is available for a civilian employee.	Box or bagged meal from a Government dining facility (for example, a Meal, Ready to Eat), except when that box or bagged meal from the Government dining facility is the only way to provide the Service member an adequate meal.
2	Included in a registration fee.	In-flight meals.
3	Paid by the Government and furnished at no cost	Furnished on a commercial or military aircraft.

Table 2-18. Deductible and Non-Deductible Meals		
	Deductible Meal	Non-Deductible Meal
	to the traveler.	
4	Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	Government meals consumed in a Government dining facility.
5	Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
6	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.
7	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. 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.

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...
1	traveling with a dignitary	it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
2	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, 	
3	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,	
4	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,	
5	TDY is scheduled for 31 days or more	the traveler is at one location for 31 consecutive days or more,	

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...	The Per Diem Rate Is Based on...	Computation
1	12 hours or less,	Not applicable.		Per diem is <i>not</i> authorized.
2	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.**
3	more than 12 hours but less than 24 hours and lodging <i>is</i> required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
4	24 hours or more and <i>no</i> lodging is required en	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

When Travel Is...		For The...	The Per Diem Rate Is Based on...	Computation
	route,			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.
5	24 hours or more and lodging is required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	<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

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...
1	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.
2	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.
3	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...
4	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.
5	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.
6	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.
7	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.
8	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.
9	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.
10	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.
11	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.
12	flat-rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days,	dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.
13	actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate	lodging taxes are not reimbursed separately.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel		
	per diem in the CONUS or non-foreign area OCONUS,	
14	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.
15	no lodging costs are incurred for any reason,	the lodging portion of flat-rate per diem does not apply.
16	a traveler is staying with friends and relatives,	
17	a traveler is staying in a home that the traveler owns or is purchasing,	
18	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.
19	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.*
20	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.**
21	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.
<p><i>*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.</i></p> <p><i>**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.</i></p>		

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

G. Flat-Rate Per Diem and TDY Days Reduced. A traveler on long-term TDY receiving flat-rate per diem normally makes long-term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the length of the stay. When such an increase occurs, the flat-rate per diem still applies. However, any

excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs (the flat-rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense) is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat-rate per diem amount.

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

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

Table 2-22. Locations Exempt from M&IE Portion of Flat-Rate Per Diem		
Location	Effective Date	Recertification Date
Wake Island	May 17, 2016	May 18, 2018
Johnston Island	May 17, 2016	May 18, 2018
Midway Island	May 17, 2016	May 18, 2018
Palau (Civic Action Team)	Feb 26, 2016	Feb 26, 2018

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

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

A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.
2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.
3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.

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

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

1. No per diem or AEA is payable while at the PDS.
2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, *or* what it would have cost had the traveler remained at the TDY location.
3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.
4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.
5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

020313. Tax Impact of TDY Travel on a Civilian Employee

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

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

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

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

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

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

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

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

	If...	Then...
1	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 .
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. • Cleaning fees for a rental vehicle when transporting a military working dog.

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere	
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.

If...		Then the last day of storage is...
1	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.
2	the TDY is an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
3	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.
4	the TDY is in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.

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

020504. Removal of HHG from Storage by a Service Member

A. Delivery out of Storage. Delivery of HHG out of storage is authorized at Government expense as long as the travel authorization and the transportation allowances are valid, regardless of the length of time in storage. This includes shipments that have been converted to storage at the Service member's expense.

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 052002. HHG stored as specified in par. 0518-A or under one of the following conditions may be transported to any subsequent PDS:

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

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

020505. Shipment of HHG by a Civilian Employee on TDY

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

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

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

0206 TRAVEL IN AND AROUND THE PDS

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

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

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

B. Allowances

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

2. Per Diem

a. The AO may authorize per diem (see Table 2-27) if the travel period is more than 12 consecutive hours and overnight lodging is required.

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

020602. TDY within the PDS Limits under Emergency Circumstances**A. Eligibility**

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

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

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

b. At a location within the PDS limits.

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

d. At overnight accommodations used for duty .

B. Allowances

1. See Section 0202 for transportation allowances.

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

020603. Travel within the PDS Local Area

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

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

B. Allowances**1. Transportation**

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

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

(2) Between places of business.

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

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the

PDS workplace (see [computation example 1](#), [computation example 2](#), and [computation example 3](#)). Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

- (1) Local public transit when tokens, tickets, or cash fares are not provided.
- (2) Taxi fares.
- (3) Hire and operation of a rental vehicle, including necessary parking fees.

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

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

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance. See [computation example 1](#) and [computation example 2](#).

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

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

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

- (1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.
- (2) The POV's parking fees.
- (3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

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

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

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

is authorized for transportation for additional appointments to complete a required physical examination.

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

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

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

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

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

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

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

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

Table 2-27. Per Diem within the Local Area	
Per Diem is Authorized...	Per Diem is Not Authorized...
1. 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). 2. 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).	1. For a Service member who travels or has a TDY within the PDS limits. 2. 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). 3. 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. 4. 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. 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.

CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301 Routine Temporary Duty (TDY)

030101. Common Business Travel

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

1. Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.
2. Providing technical assistance.
3. Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.
4. Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business ([56 Comp. Gen. 661 \(1977\)](#)).
5. The Component head or designee determines that circumstances justify sending an official representative to a funeral.
6. The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

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

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

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

0302 Conferences (Not for Training)

See Section 0321 for allowances available to a traveler who attends a conference for training purposes.

030201. Conference Attendance and Participation

A. Eligibility. A traveler may be authorized to attend a conference or meeting that contributes to improved conduct, supervision, or management of a Uniformed Service's or Department of Defense

(DoD) Component's functions and activities ([5 U.S.C. §4110](#) and [37 U.S.C. §455](#)). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized ([38 Comp. Gen. 800 \(1959\)](#)).

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

- a. Conferences sponsored or co-sponsored by a Federal Agency required in the performance of official duties.
- b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating when it is related to official duties or for the purpose of transacting Government business.
- c. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Services or the DoD Component function or activity and attendance is in the Service member or civilian employee's official performance.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with [DoD 5500.07-R \(Joint Ethics Regulation\)](#) which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

- a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs, present scientific and technical papers that advance the development of U.S. resources, or maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
- b. An appropriate security officer at the traveler's activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A Service member or civilian employee who attends such meetings must be briefed about security implications, when necessary, before attendance.

B. Allowances

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

- a. Whether the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see Chapter 2).
- b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler receives the incidental expenses portion of per diem only.

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

C. Reimbursement

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

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

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

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

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation (FTR) §301-74.23) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. If an individually billed [Government Travel Charge Card](#) (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon as a written order is generated. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301-74.24). If a traveler was reimbursed a discounted conference registration fee before the event and then fails to attend the event, then he or she must seek a refund and repay the Government for the advance.

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

- a. A decision by the Service or DoD Component concerned.
- b. An acceptable reason beyond the traveler’s control, such as an emergency or illness.

2. If no refund is made, and the traveler’s failure to attend the event was due to a reason

unacceptable to the Service or DoD Component concerned, the traveler must repay the amount advanced.

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

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

030301. RC Member Performing Active Duty with Pay Who Commutes

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

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

Table 3-1. RC Member Commutes		
	If...	Then...
1	both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
2	the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following:
3	the AO or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206 and the duty involved permits commuting,	<ul style="list-style-type: none"> ● Primary residence. ● Place of assigned unit. ● Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
4	the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with Section 0206, the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member’s commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
5	the commuter travels locally at the active-duty location,	see Chapter 2 for local travel.

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

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

B. Allowances

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

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

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

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

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

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

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

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

- (1) Unusual circumstances.
- (2) Emergency circumstances.
- (3) Contingency operations.
- (4) Exigencies of the Service concerned.

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

030303. RC Member Performing Active Duty without Pay

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

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

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

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

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

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

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

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

0304 Retired Service Member Recalled to Active Duty

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

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

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

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

0305 Invitation to Travel

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

030501. Invitational Travel Allowances

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

1. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity.
2. An individual is requested to lecture, instruct, or give a demonstration at an activity held in connection with a DoD operation or program.
3. An individual, alone or as part of a group, confers on an official DoD matter with DoD officials and performs a direct service, such as providing advice or guidance to DoD. An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business ([55 Comp. Gen. 750 \(1976\)](#)).
4. An individual is a sponsor, or is in a similar official capacity, or participates in a ceremony directly related to a DoD Component's interest.

Note: Simple attendance at a ceremony does not allow travel under an ITA except as provided for funeral travel (see Section 0320).

5. An individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority.
6. An individual performs a direct service for the Government, consistent with [10 U.S.C. §1588; 5 U.S.C. §5701\(2\); 5 U.S.C. §5703; 55 Comp. Gen. 750 \(1976\)](#).
7. An auxiliary chaplain is intermittently employed by the Government to provide religious services or emergency ministrations.
8. An individual who is not a Service member or civilian employee and travels as an attendant or escort.
9. Travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.
10. A spouse is authorized to travel.
 - a. A spouse of a Service member or civilian employee is traveling for a representational purpose that is not mission essential. The spouse's invitational travel must meet all of the following applicable conditions:
 - (1) The AO determines that a spouse may travel with the sponsor, at Government expense, when the spouse's presence would further the interests of the DoD, the Military Service, or the Command when the spouse travels to:

(a) Attend a function in which the DoD sponsor is participating in an official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

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

(c) Attend a function (with or without the DoD sponsor) where a substantial number of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis.

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

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

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

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

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

(3) CCDR or designees for requests from a Service member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. Major Commands are those ordinarily commanded by four-star General Officers or Flag Officers.

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

(5) Service Chief or designees for requests from a Service member or civilian employee within the Service. This authority may be further delegated in writing, but may not be

delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

B. Allowances

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

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

a. The travel authorization must include the following statement: *"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*

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

- (1) The spouse's name.
- (2) Dates and purpose of travel.
- (3) Any other information that supports justification of the approval.

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

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

1. A non-appropriated fund official or civilian employee traveling on non-appropriated fund business.
2. Transportation of the dependent of an individual traveling on an ITA.
3. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.
4. A Service member or civilian employee unless the individual is:
 - a. Retired. This may include retired military personnel from foreign countries.
 - b. Authorized pre-employment interview travel under Section 0306 and the Service member or civilian employee is in a leave status during such travel ([B-219046, September 29, 1986](#)).

- c. Traveling as a non-medical attendant and included on an ITA issued to a patient.
5. Contractors (see the [DTMO website](#)).
6. Foreign military personnel.

030502. Consultants and Experts

A. Eligibility

1. A consultant or expert who is in an employment status with or without compensation is eligible for travel expenses and allowances while traveling on an ITA ([5 U.S.C. §5703](#)).
2. A consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period are eligible for travel expenses and allowances.

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

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for a privately owned vehicle (POV), as specified in Chapter 2, used for official travel between the traveler's home or place of business and the place of TDY outside of that area.
2. Transportation expenses for local travel (when all official travel is located in the same metropolitan or geographic area) between the traveler's home or place of business and the place of TDY.
3. Travel expenses for recurring round-trip travel between the traveler's home or place of business and the place of TDY when it adheres to par. 020203.
4. Per diem allowances as specified in Chapter 2 while on a TDY away from the area in which the traveler's home or place of business is located.
5. AEA when justified as outlined in Chapter 2, except for consultants and experts employed under [50 U.S.C. App. 2061](#).

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

0306 Pre-Employment Interview with DoD for Civilian Employment

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

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

1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.
2. A Service member on leave travels on an ITA for pre-employment interview travel.
3. A civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in [5 CFR Part 572](#).
2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler's lodging, such as a meeting room.

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

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.
2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 5558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.
3. Components must use a Government-procured transportation document or a centrally billed [GTCC](#) to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.
4. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoDFMR, Vol. 9](#). DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.
5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

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

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

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

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

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

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

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

0307 Justice and Criminal Matters

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

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

B. Allowances. See Table 3-2.

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

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

030702. Witness Is Not Employed by the Government

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

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

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

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

030703. Juror Travel

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

030704. Travel Associated with Sexual Assault

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

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

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

Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim		
If the Attendant or Escort is...		
Then the Allowances are...		
1	a Service member or a civilian employee,	the same travel and transportation allowances specified in Chapter 2.
2	a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,	the TDY travel and transportation allowances in accordance with the regulations issued by the Agency funding the travel.
3	a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency,	the same travel and transportation allowances specified in Chapter 2 as a civilian employee on a TDY.
4	a non-Government civilian traveling on an ITA,	

030705. Threatened Civilian Law Enforcement Officer

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

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

C. DoD Component Responsibilities

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

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

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

D. DoD Risk Evaluation Process

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

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

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

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

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

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

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

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

030706. Travel for Disciplinary Action

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

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

disciplinary action. Per diem is not authorized.

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

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

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

030707. Prisoner on Commandant's Parole

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

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

B. Allowances

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

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

- a. A rehearing ordered when the Service member is not already in a travel status.
- b. Hospitalization.
- c. A physical examination.
- d. Discharge.

- e. Other purposes incident to the parole.

030708. Guards Transporting a Prisoner

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

B. Allowances

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

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

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

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

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

030709. Paroled Prisoner

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

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

0308 Travel Related to Service Academies or Schools

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

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

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

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.
 2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.
- B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

030802. School Board Member Travel

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

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

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

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

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

1. Participate during an evaluation of the student.
2. Participate during diagnosis of a disability.
3. Escort the student.

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

030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A dependent student of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities ([20 U.S.C. §921-20 U.S.C. §932](#)).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

0309 Travel to Receive or Present Award

030901. Receive Federally or Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities ([55 Comp. Gen. 1332 \(1976\)](#)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances specified in Chapter 2 when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving an honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest who is neither a Service member nor civilian employee is issued an ITA.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see Chapter 2). An attendant who is neither a Service member nor civilian employee is issued an ITA.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances specified in Chapter 2 for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.
2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.

3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

030902. Award Ceremony Related to Presentation

A. Eligibility. An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited.

B. Allowances. The presenter is authorized the standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

0310 Repatriation of U.S. Civilian Employee

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an “outport,” in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. Eligibility. Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes a civilian marine employee put ashore because of any of the following events:

- a. A sudden, unannounced change in the ship’s schedule.
- b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.
- c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former civilian marine employee who has been left in an outport because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:

- a. Hospitalized as a result of misconduct.
- b. Who has deserted from the ship.
- c. Detained by police authorities.

B. Allowances

1. A civilian marine employee designated as a Class I or II repatriate may be furnished

assistance to return to any of the following places:

- a. The ship.
- b. Another Army civil service manned ship.
- c. His or her home port.
- d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a “work-away,” of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. Work-Away Transportation and Subsistence

a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

b. Government funds can only be used for a Class II repatriate’s travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler’s compensation due.

0311 Travel While on Duty with Particular Units

031101. Mobile Units

A. Eligibility. A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances ([47 Comp. Gen. 173 \(1969\)](#)):

1. The Air Mobility Command.
2. Marine Corps Transport Squadrons.
3. Fleet Logistics Support Squadrons.
4. Naval Aircraft Ferrying Squadrons.

5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. Allowances. A Service member without a specific travel authorization is authorized the standard travel and transportation allowances specified in Chapter 2. A Service member’s commanding officer or designated representative must approve standard travel and transportation allowances.

031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, *or* the day the Service member is permanently assigned to the ship, whichever occurs later. A Service member or his or her dependents, but not both, may elect transportation during each accrual period. A traveler is authorized the standard transportation allowances as specified in Chapter 2. Per diem and reimbursable expenses are not authorized.

1. Transportation in Connection with Ship Overhaul or Inactivation

a. If the overhaul or inactivation location:

(1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.

(2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.

b. Dependents must reside within the normal daily commuting area of the original home port.

2. Transportation in Connection with Ship Construction

a. If construction is taking place at a location other than the ship's designated future home port or the dependents' residence, then round-trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

C. Reimbursement

1. Reimbursement for personally procured transportation is in accordance with Section 0202 and par. 0502 for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with par. 050203-A1b.

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

- a. The ship overhaul or inactivation location and the original home port.
 - b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).
4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).
5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.
- D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.
1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.
 2. Each opportunity may alternate between a Service member's or dependent's travel.

031103. Service Members Conducting Aerial Surveys

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

031104. Army Corps of Engineers-Related Travel

- A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.
- B. Allowances. Eligible travelers may receive:
1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:
 - a. Meals are furnished at no cost to the traveler, no per diem is authorized.
 - b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.
 - c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.
 2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

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

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.
2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

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

Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician	
Conditions	Mission-Driven Transportation
<ol style="list-style-type: none"> 1. Travel by aircraft for any distance when required as part of the assignment conditions. 2. Be aboard an aircraft to make repairs or observe aircraft performance. 3. Use air travel for expeditious duty performance in different geographical locations. 4. Be aboard any type of Government aircraft on a scheduled or nonscheduled flight. 	<ol style="list-style-type: none"> 1. Travel by aircraft for any distance is required with or without the civilian employee's consent when necessary for mission accomplishment or air is the only transportation mode available. 2. A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type 3. Government aircraft operated on scheduled or semi-scheduled flights. 4. A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee's medical evacuation. See par. 033102 for allowances available to eligible travelers.

0312 Indeterminate TDY (ITDY)

031201. ITDY Determination

A. Authority. Only Service Headquarters can authorize or approve ITDY.

B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS *or* does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances ([37 U.S.C. §476\(e\)\(2\)](#)).

C. Allowances. Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.

1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances specified in Chapter 2 for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.

2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See Chapter 5 for PCS allowances. The Service member receives the standard travel and transportation allowances specified in Chapter 2 for TDY while at the ITDY location.

3. If authorized or approved through the Secretarial Process, HHG transportation (within the PCS weight allowance) under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

- a. The TDY location.
- b. Any point in the CONUS.
- c. Another location authorized for dependent travel through the Secretarial Process.
- d. Non-temporary storage under par. 020504.

4. HHG stored or shipped may be transported to the Service member's PDS after TDY.

0313 Courier Travel

031301. Accompanying Package or Controlled Pouch

A. Eligibility. A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized to receive the standard travel and transportation allowances specified in Chapter 2. This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation specified in Chapter 2 and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or control officer cannot maintain adequate security of the package or pouch in coach or business class. If the air terminal is the Service member's PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

0314 Repatriation of a Service Member Held Captive

031401. Family Member Travel in Connection with the Repatriation of A Service Member Held Captive

A. Eligibility

1. Eligible Service Member. A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. Family Members. The Service member's spouse, children (including step or adopted, and illegitimate children) the Service member's siblings, and the Service member's parents (including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no

less than 1 year immediately before the Service member entered the Uniformed Service). Only one father and one mother, or their counterparts, may be recognized in any one case.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member's family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

Note: The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

B. Allowances

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

- a. Transportation in-kind.
- b. Mileage reimbursement at the authorized TDY automobile mileage rate in Chapter 2 for the official distance traveled by a POV.
- c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA as specified in Chapter 2 for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances specified in Chapter 2 for an attendant to accompany a family member unable to travel unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

0315 Armed Forces, National, and International Amateur Sports Competition

031501. Amateur Athletes Train, Attend, or Compete

A. Eligibility. A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions (including qualifying or preparatory events ([10 U.S.C. §717](#) and [37 U.S.C. §420](#))).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.

2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation's interest. Among those, the [Conseil International du Sport Militaire](#) and the [Interallied Confederation of Reserve Officers](#) are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department's authorization.

B. Allowances. A participant in amateur sports competitions is authorized standard travel and transportation allowances in Chapter 2. A competitor must comply with [DoDI 1330.04 \(Armed Forces Participation in National and International Sports Activities\)](#) dated August 31, 2010, and Service regulations to receive travel and transportation allowances. See [DoD 5500.07-R \(Joint Ethics Regulation\)](#) when considering a non-Federal source to accommodate or pay travel expenses. See [COMDTINST 1710.13](#) for U.S. Coast Guard Service members.

0316 Observer to United Nations (UN) Peacekeeping Organization

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (the UN's name for a mission-specific per diem) is also authorized to receive the DoD's per diem allowances for TDY travel up to a combined total of no more than the State Department's locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5).

0317 Labor Organization Representative Travel

031701. Labor-Management Meetings

A. Eligibility. A civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government's primary interest may be eligible for travel allowances.

B. Allowances. A labor organization representative is authorized the standard travel and transportation allowances specified in Chapter 2.

C. Documentation. Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government's best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as "joint labor management cooperation committees concerning accident prevention," "absenteeism reduction," "improving communications," "ensuring equal employment opportunity," or "maintaining employee productivity and morale."

2. Include the statement: "I certify that the above information is true and correct."

Note: The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by [5 U.S.C. §7131\(b\)](#), which states that internal labor organization business is conducted only when a civilian employee is in a non-duty status.

0318 Travel with a Dignitary

The following types of travel with dignitaries may warrant AEA authorization or approval.

031801. Dignitary

A. Eligibility. A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

1. The U.S. President, Vice President, or members of their families.
2. U.S. Congress members not traveling under authority of [31 U.S.C. §1108\(g\)](#).
3. U.S. Cabinet members.
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries.
5. Supreme Court Justices.
6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.
7. The Chief of Staff of the U.S. Army; the Chief of Staff of the U.S. Air Force; the Chief of Naval Operations; the Commandant of the U.S. Marine Corps; the Commandant of the U.S. Coast Guard; the Administrator of the National Oceanic and Atmospheric Administration; the Surgeon General of the U.S. Public Health Service; and the Chief of the National Guard Bureau.
8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.
9. U.S. Delegates to international conferences or meetings.
10. Very important persons, as specified by the U.S. President or Vice President.
11. Candidates for the office of U.S. President or Vice President, or their family members.
12. The President-Elect or Vice President-Elect of the United States.
13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

B. Allowances. A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.

031802. Exceptions for Traveling with a Member of Congress

A. Eligibility. An Armed Forces member or civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in [31 U.S.C. §1108\(g\)](#) may be eligible for additional travel allowances. A “congressional staff employee” is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components see the following DoD regulations for guidance: [DoDD 4515.12](#), “DoD

Support for Travel of Members and Employees of Congress,” and [DoDI 4515.19](#), “DoD Support for Congressional Funerals.”

2. Non-DoD Services consult Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with [31 U.S.C. §1108\(g\)](#) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in [31 U.S.C. §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

Note: Approval codes required on documentation for Congressional travel “other than economy or coach” are “FC” for first class and “BC” for business class.

0319 Family Programs

031901. Chaplain-Led Program Functions

Each Secretary of the military departments is authorized, per [10 U.S.C. §1789](#), to provide Chaplain-led Programs that assist Service members on active duty, and RC members in an “active status” as defined in [10 USC §10141](#), and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member’s spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

031902. Yellow Ribbon Reintegration Program Event

The Yellow Ribbon Reintegration Program ([DoDI 1342.28, “DoD Yellow Ribbon Reintegration Program \(YRRP\),”](#) dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event’s purpose.

B. Allowances. The AO may authorize travel and transportation allowances, in Chapter 2, for a Service member and any designated individuals attending an event in an official capacity . A Service member travels on a TDY order and a designated individual travels on an ITA.

0320 Travel in the Event of Death

When a DoD traveler dies while on TDY, the commander, commander’s designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler’s next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler’s remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

032001. Escort for Remains of a Deceased Service Member

A. Authority

1. Procedures for transporting the remains of a deceased Service member are established in [DoDD 1300.22, “Mortuary Affairs Policy,”](#) Defense Transportation Regulation (DTR) [4500.9-R, Part VII, “Human Remains Transport,”](#) and sponsoring Service regulations.

2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member ([10 U.S.C. §1482\(c\)](#)):

a. The person identified on DDForm 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

- d. Adoptive relatives of the deceased.
- e. A person standing in loco parentis to the deceased if none of the above can be found.

B. Eligibility. The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. Allowances. A Service member who escorts the remains is authorized the standard travel and transportation allowances specified in Chapter 2.

032002. Funeral of a Deceased Service Member, Cadet, or Midshipman

A. Eligibility. When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer's Training Corps (SROTC) cadet receiving pay under [37 U.S.C. §209\(d\)](#) dies, while on active or inactive duty, the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member's, cadet's, or midshipman's surviving spouse, including a remarried surviving spouse.
2. The deceased Service member's, cadet's, or midshipman's children (including stepchildren, adopted children, and illegitimate children) regardless of age.
3. The deceased Service member's, cadet's, or midshipman's parent or parents. In this case, the term "parent" means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member's, cadet's, or midshipman's spouse (natural, step, or adopted); and any other person (including a former stepparent) who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 ([37 U.S.C. §401\(b\)\(2\)](#)).
4. The deceased Service member's, cadet's, or midshipman's siblings, which must have one or both parents in common.
5. The person who directs the disposition of the deceased Service member's, cadet's, or midshipman's remains or the person who would have been designated to direct disposition of the remains (under [10 U.S.C. §1482\(c\)](#)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a national cemetery.
6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under [10 U.S.C. §1482\(c\)](#)) may select no more than two guests to receive round-trip travel and transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. Allowances. A traveler is authorized the standard travel and transportation allowances as specified in Chapter 2. Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area or when the total time from departure to return is

12 or fewer hours.

032003. Escort of Eligible Relative of Service Member (Funeral Travel)

A. Eligibility. An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see par. 032002) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.
2. No other eligible traveler listed in par. 032002 is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. Allowances. The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in Chapter 2 for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

032004. Funeral Honors Duty Travel

A. Eligibility. An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances ([10 U.S.C. §12503](#) or [32 U.S.C. §115](#)). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran ([10 U.S.C. §1491](#)) may also receive allowances.

B. Allowances

1. An RC member traveling on an ITA may be authorized to receive the standard allowances specified in Chapter 2 for TDY.
2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran ([10 U.S.C. § 1491](#)) will use the available transportation mode that is least costly and still adequately meets the detail's needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for expenses specified in Chapter 2 may be authorized or approved.

032005. Memorial Service for a Deceased Service Member

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. Eligibility. A traveler identified as eligible for travel allowances in par. 032002 is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. Allowances. An eligible traveler may be authorized travel and transportation allowances for one round trip to an installation, home port, or unit memorial service. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member's death, unless

the Service Secretary waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member's last PDS or home port. It cannot be held in a theater of combat operations.

032006. Family Member Attendance During Transfer of Remains

A. Eligibility. The Primary Next of Kin (see [DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 U.S.C. §481f\(c\)](#) and listed in par. 032002. The Service Secretary may authorize additional family member travel on a case-by-case basis.

B. Allowances. Family members attending transfer of remains per the USD(P&R) memorandum dated April 6, 2009, are eligible to receive the standard travel and transportation allowances specified in Chapter 2 for civilian employees. Authorized allowances should be specified on an ITA.

C. Escort. At the Primary Next of Kin request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

032007. Deceased Civilian Employee or Dependent

Procedures for transporting the remains of a deceased civilian employee or dependent are established in [DoDD 1300.22, "Mortuary Affairs Policy,"](#) and [FTR §303, "Payment of Expenses Connected With the Death of Certain Employees."](#)

032008. Escort for Remains of Deceased Civilian Employee

A. Eligibility. An escort for a civilian employee's remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances specified in Chapter 2, which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances specified in Chapter 2 for TDY. The AO arranges the escort's transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a common carrier for the least expensive and unrestricted economy or coach transportation.

Note: Family members traveling together as escorts should not be separated.

CHAPTER 3: TDY TRAVEL

PART D: MEDICAL TRAVEL

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

0330 Various Types of Medical Travel

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

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

B. Allowances

1. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.
2. An AO may approve reimbursement of occasional lodging when the Service member must retain lodging at the same or a prior TDY location (see par. 020305).
3. A Service member eligible for allowances under the Pay and Allowance Continuation Program receives the incidental expense portion of per diem (see [DoDFMR, Vol. 7A, Chapter 13](#)).
4. A Service member assigned to a rehabilitation center or activity for training or treatment is not authorized per diem when both Government quarters and a dining facility are available.

033002. Emergency Travel Due to Illness or Injury

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

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

1. Per Diem

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

- a. Per diem is authorized for a civilian employee who discontinues the TDY assignment

and takes any type of leave due to an incapacitating illness or injury. However, it:

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

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

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

(1) In the vicinity of the PDS.

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

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

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

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

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

Table 3-17. Calculating Excess Transportation Costs

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

033003. Convalescent Leave Transportation

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

B. Allowances. A Service member is authorized transportation from his or her place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or approved through the Secretarial Process, and from that location to any medical treatment location. If deemed necessary by the attending physician, additional trips may be authorized through the Secretarial Process. He or she is authorized the standard transportation allowances as specified in Chapter 2. Per diem and reimbursable expenses are not authorized.

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

A. Eligibility

1. The following Service members are eligible for travel allowances:
 - a. A Service member on the TDRL who is traveling to a medical facility for a required periodic physical examination.
 - b. A Service member who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

2. Eligibility ends when TDRL status expires.

B. Allowances

1. When both the Service member's home and the medical facility or hearing location are within the same corporate city limits, travelers receive local transportation reimbursement. For the purpose of travel under TDRL, the Service member's home is the PDS.
2. When outside the corporate limits, a Service member is authorized the standard travel and transportation allowances specified in Chapter 2 for travel to and from the medical facility. The same allowances apply to, from, and during a hearing.
3. A Service member admitted as an inpatient is reimbursed the actual cost charged by the hospital for daily meals. This rate begins day after arrival and continues through the day before

departure. If the Service member is an outpatient, he or she receives the standard travel and transportation allowances specified in Chapter 2.

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

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

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

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

B. Allowances

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

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

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

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

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

B. Allowances

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

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

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

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

033007. Medical Specialty Care Travel of More Than 100 Miles

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

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

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

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

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

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

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

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

B. Allowances

1. Transportation

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

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

(1) Government-procured commercial transportation.

(a) The home and the terminal.

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

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

(2) Personally procured commercial transportation.

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

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

1. The home and the terminal.

2. The terminal and the specialty care provider facility.

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

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

(3) POV.

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

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

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

3. No other reimbursable expenses are authorized.

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

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

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

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

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

- a. Travel authorizations for attendants must cite this paragraph as authority.
- b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

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

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

1. On active duty for a period of 30 or fewer days.
2. On Inactive Duty Training (IDT).
3. On funeral honors duty or lodged overnight immediately before serving on funeral honors duty at a location outside the commuting distance of the RC member's residence.
4. Traveling directly to or from a place where the RC member performs or has performed one of the following: active duty for a period of 30 or fewer days, IDT, or funeral honors duty.

B. Allowances

1. The standard travel and transportation allowances specified in Chapter 2 are authorized for a Service member to travel between home and the treatment facility.
2. No allowances are authorized while at the treatment facility.
3. Allowances are not authorized if the injury is sustained or aggravated as a result of the Service member's gross negligence or misconduct.

033009. Organ Donation

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

033010. Participation in Health Surveillance Program

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

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

A Service member may be authorized as an escort or attendant, for a dependent that is transferred in

a patient status from one medical facility to another in the CONUS, when required treatment is not available.

0331 Medical Travel When Stationed OCONUS

033101. Dependent Medical Care Travel OCONUS

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

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

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

- a. Emergency dental care.
- b. Dental care provided at a location OCONUS.
- c. Dental care not covered by the dental plan.

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

B. Allowances

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

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

(1) Government-procured commercial transportation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Documentation

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

a. The seriousness of the condition.

- b. The absence of adequate military and civilian facilities for proper treatment.
2. A travel authorization is required to support reimbursement.
 - a. The travel authorization must cite this paragraph by number as the authority for travel.
 - b. For all non-emergency medical care, the medical facility must agree to accept the patient before the AO issues a travel authorization.
 - c. If a medical authority is not available, the travel authorization must indicate this. The AO may determine in that case if proper medical or dental facilities are not available.

D. Attendant or Escort

1. An attendant or escort is authorized the standard travel and transportation allowances specified in Chapter 2.
2. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.
3. A non-Government civilian serving as an attendant or escort must be issued an ITA.

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

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

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

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

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

1. Eligible individuals include:
 - a. A civilian employee permanently assigned to a foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.
 - b. A dependent who resides with the civilian employee at the foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.
 - c. A dependent who boards at a foreign school OCONUS and otherwise resides with the

civilian employee at the foreign PDS OCONUS.

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

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

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

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

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

2. Eligibility factors include:

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

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

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

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

Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS	
Type of Care	Parameters
Required Dental	Required care is treatment that must be completed before the next RAT or EML travel and, if delayed, could result in a need for Emergency Dental Care.
Orthodontic Dental	Orthodontic care is treatment required for proper occlusion.
Periodontal Disease	Periodontal care is treatment necessary to prevent permanent damage to the teeth and supporting structures.

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

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

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

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

1. Transportation

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

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

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

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

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

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

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

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

3. Per Diem

a. Per diem is not payable for hospital stays.

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

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

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

(3) Necessary outpatient treatment periods.

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

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

(2) One day for required dental care.

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

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

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

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

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

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

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

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

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

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

6. Separate Maintenance Allowance (SMA)

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

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

1. Travel Authorizations and Orders

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

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

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

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

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

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

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

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

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

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

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

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

1. The attending physician or surgeon *and* the commander or head of the military medical

facility in charge of the Service member must determine in writing that the presence of a “Designated Individual” is necessary for the Service member’s health and welfare. Once that determination is issued, the Service member may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit.

2. A Service member may change any or all of the Designated Individuals during the duration of the Service member’s inpatient treatment.
3. If the Service member is unable to select a Designated Individual, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.
4. A Service member who is seriously ill or seriously injured does not require a declaration of brain death or that electrical brain activity still exists when death is imminent.

Table 3-19. Service Members Authorized Visits from Designated Individuals	
Eligible Service Member	Eligibility Criteria to Receive Designated Individuals
Active-duty Service Member	1. Seriously wounded, ill, or injured, including suffering from a serious mental disorder, or when death is imminent, who is hospitalized in a medical facility anywhere in the world.
RC Member on Active Duty	2. Suffering from a wound or injury incurred in an operation or area designated by the Secretary of Defense as a combat operation or combat zone, who is hospitalized in a medical facility in the United States for treatment of that wound or injury.
RC Member Entitled to Disability Pay and Allowances (37 U.S.C. § 204(g))	3. Physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent. 4. Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.
Retired Service Member	5. Retired solely due to a wound, illness, or injury, or because death was imminent and he or she is hospitalized in a medical facility anywhere in the world. 6. Travel should occur about the same time as the incident because the authority is not intended to provide transportation at a later date.

B. Allowances. If the attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member determine in writing that the presence of a Designated Individual is necessary for the Service member’s health and welfare; a traveler is authorized the standard travel and transportation allowances as specified in Chapter 2. Only one round-trip may be provided between the Designated Individual’s home and the medical facility in any 60-day period. Not more than a total of three round trips may be provided in any 60-day period when a Service member is authorized multiple Designated Individuals. The number of round trips in any 60-day period is reduced by the number of non-medical attendants the Service member is authorized. During any time period, only three Designated Individuals may be paid per diem; however, transportation and per diem may be authorized or approved by the Secretarial Process for more than three individuals in extenuating circumstances. A Service member or civilian employee serving as a Designated Individual travels under a TDY order. A non-Government civilian serving as a Designated Individual must be issued an ITA.

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

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

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

1. A non-medical attendant may *not* also be a Designated Individual.
2. Ordinarily, only one non-medical attendant is allowed. Only in extenuating circumstances and then only through the Secretarial Process may more than one non-medical attendant be authorized or approved.

B. Allowances

1. A Service member, civilian employee, or other authorized traveler serving as a patient's non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant's home and the medical facility.
2. If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS. Per diem is not authorized while in the local area.
3. A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant is only authorized the mileage from the old treatment location to the new treatment location. It is not the non-medical attendant's location used to calculate mileage; it is the location of the patient.
4. Per diem may not be authorized for 31 or more days unless an extension is approved. Approved extensions must *not* exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long-term TDY flat-rate per diem does not apply.

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

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

A. Eligibility. A civilian employee who becomes critically ill or is seriously wounded while on official duty at an unaccompanied duty station and is subsequently medevac'd to another medical facility

may be eligible for a Designated Individual ([10 U.S.C. § 1599b](#); [22 U.S.C. § 4081](#)). An “unaccompanied duty station” is a permanent duty station to which dependents are not permitted to go with the civilian employee. A TDY location in an area designated by the Secretary of Defense as a combat zone also qualifies. The injury or illness must be life threatening or have the potential for permanent life-changing conditions for the civilian employee.

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

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

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

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

B. Allowances

1. Transportation

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

(1) Transportation in-kind.

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

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

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

2. Per Diem

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

(1) For travel to the medical facility.

(2) While at the hospital during visits with the critically ill or seriously wounded

civilian employee for 30 or fewer days.

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

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

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

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

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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...
1	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.
2	a Service member does not use a POV and the dependents use two POVs,	reimbursement is authorized for each vehicle.
3	more than two POVs are authorized,	
4	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.
5	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...
1	authorized travel by commercial air,	one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).
2	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.
3	traveling by commercial train,	compute the authorized travel time using the scheduled departure and arrival dates.
4	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.
5	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.
6	a Service member is reassigned between activities at the same PDS,	no travel time is allowed.
7	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.
8	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.
9	a Service member has a TDY en route,	travel time is the time allowed for the authorized mode of transportation between official points.
10	the elapsed time is more than the authorized travel time, such as when the traveler takes leave,	
11	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.
12	a PCS is a unit move and a Service member is on an accompanied tour,	
13	a PCS is a unit move and a Service member escorts a dependent to or from a designated place while changing duty locations to or from an unaccompanied	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 if the travel had been performed by Government-procured

Table 5-2. Authorized Travel Time Rules	
If...	Then...
	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.
14	a POV delivery or pick-up is separate from en route PCS travel,
	par. 020302 applies.
15	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...
1	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.
2	and uses Government quarters or dining facilities while traveling between authorized locations,	there is no impact to the MALT Plus calculation.
3	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.
4	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...
1	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.
2	and takes leave while traveling or there is a TDY en route,	
3	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.
4	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

If a Service member travels...		Then...
		debarcation) compute the M&IE as follows: <ul style="list-style-type: none"> • If travel ends on the debarcation day, then the rate used is the locality per diem rate for the new PDS. • If travel does not end on the debarcation 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 debarcation day from the car ferry if travel by POV continues on the day after the debarcation day from the car ferry.
5	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.
6	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 debarcation days. On those days, the locality per diem rate for the port of embarkation or port of debarcation, 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.

Conditions		12 Years of Age* and Older	Less Than 12 Years of Age
1	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.
2	1 Dependent Travels Separately from the Service Member	100% of what the Service member would have received.	
3	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...
1	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.
2	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.
3	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.
4	dependent travel ends before the PCS order's effective date,	per diem is based on the dependent's age on the date travel ends.
5	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.
6	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.
7	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.
8	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.
9	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.
10	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.
11	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
12	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. 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.

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	1. A cadet or midshipman. 2. Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks (except as in Section 0322). 3. A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months. 4. Called or ordered to active duty for training for:

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"> • 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. <ol style="list-style-type: none"> 5. 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. 6. Absent Without Leave. 7. A Deserter or Straggler. 8. Dropped or dismissed. 9. Transferred as a prisoner to a detention facility. 10. Transferred to a different location to await trial by court-martial. 11. In confinement, except as in par. 050804.
Dependent	<ol style="list-style-type: none"> 1. 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). 2. 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. 3. 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. 4. 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...
1 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.
2 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.
3 dependent-restricted tour area	the Service member becomes eligible for travel and transportation allowances while at that location,	the Service member is authorized travel and transportation allowances for the dependent only upon a PCS to a PDS where dependent travel and transportation is authorized. If the new PDS is OCONUS, the dependent must be command-sponsored before the AO authorizes allowances to the new PDS. Travel is authorized from the dependent's location on the date the PCS order was received to the new PDS or to another authorized location. This is limited to the travel to the new PDS from the location where the dependent remained, or moved to at personal expense, when the Service member was transferred to the dependent-restricted tour area. 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.

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 \(par. 050508\)](#) 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.

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...
1	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.
2	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,	
3	the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either Service member is paid a DLA at the without-dependent rate, but not both.*
		they occupy separate dwellings at the new PDS,	each Service member is paid a DLA at the without-dependent rate. Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.
4	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...
5	the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either the Service member with no dependent is paid a DLA at the without-dependent rate, or the Service member with a dependent is paid a DLA at the with-dependent rate, but not both.*
		they occupy separate dwellings at the new PDS,	the Service member who has no dependent is paid a DLA at the

Table 5-11. DLA for a Service Member Married to a Service Member			
6	the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
		they occupy separate dwellings at the new PDS,	
Both Service Members Have Dependents			
If...	And...	Then...	
7	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.**
8	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
<ol style="list-style-type: none"> 1. Before leaving the old PDS in the CONUS, designated place. Upon arrival at the new PDS in the CONUS, designated place, or first PDS. 2. Before leaving technical school or a Service member's home of record if the Service member is reporting to the first PDS. 3. While house hunting after completing PCS travel to the new PDS in the CONUS. 4. For the elapsed time between PDSs when PCS per diem is not payable (see computation example). 5. When the Service member's PCS order is cancelled or revoked after occupying temporary lodging. 6. After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging. 7. After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available. 8. 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. 9. For a move to the Service member's first PDS upon entering active-duty service. 	<ol style="list-style-type: none"> 1. When leaving active duty. 2. For a house-hunting trip before the Service member moves to the new PDS. 3. For any individual that became a dependent after the PCS order's effective date. 4. For any dependent who returned from OCONUS before issuance of a PCS order. 5. For any dependent relocating for personal safety. 6. When ordered to an ITDY location. 7. 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. 8. 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...
1	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.
2	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...
3	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.

Table 5-13. Authorized TLE Locations and Time Limits	
4	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...
1	a PCS move is to an affected location where the TLE days have been temporarily increased,
2	the Service member or dependent is departing from an extended TLE location,
3	the Service member arrives before or during the effective dates of the increased TLE authorization period, and terminates temporary lodging within that authorization period,
4	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,
	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 increased number of days do not apply.
	the Service member is eligible for TLE for the extended time period.
	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...
1	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.

Table 5-16. Criteria for TLE for Government Quarters	
If...	Then...
2 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: <ul style="list-style-type: none"> • 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.
3 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.
4 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
1. Service member or one dependent	65
2. Service member and one dependent, or two dependents only	100
3. For each additional dependent 12 years of age or older	35
4. 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...
1 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.*
2 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. 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...
1	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 area or due to force protection and antiterrorism considerations, 	dependent travel and transportation allowances may be authorized at PCS rates through the Secretarial Process to a designated location.
2	was command-sponsored at an old PDS OCONUS and remains there while the Service member serves a dependent-restricted tour at another PDS OCONUS		
3	is a foreign-born dependent who was moved at Government expense to the		

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...
dependent's native country while the Service member serves a dependent-restricted tour at a PDS OCONUS	<ul style="list-style-type: none"> requires the dependent to register as a sex offender under the laws of any jurisdiction, 	

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
<ol style="list-style-type: none"> 1. sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal). 2. sentenced to confinement in a foreign or U.S. civil confinement facility. 3. discharged OCONUS under other than honorable conditions. 	<ol style="list-style-type: none"> 1. 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. 2. There are compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen

<p>4. returned to the CONUS for discharge under other than honorable conditions.</p> <p>5. returned to the CONUS to serve a sentence of confinement in a civil or military confinement facility.</p> <p>6. serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention.</p> <p>7. serving OCONUS and is transferred to a different ship or location to await trial by court martial as a deserter or straggler.</p> <p>8. 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,</p> <p>9. 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>	<p>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> <p>3. Essential medical treatment is neither available at the Service member's PDS nor readily available in the theater.**</p> <p>4. Educational facilities or housing for the dependent is inadequate.***</p> <p>5. 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.****</p> <p>6. A dependent receives an order from a Selective Service Board to report to the United States for induction into the U.S. Armed Forces.</p> <p>7. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign PDS OCONUS are lacking.*****</p>
<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
1	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.
2	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.
3	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.
4	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.

Tour Change		Dependent Allowances
1	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.
2	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.
3	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: • 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"). Post-secondary 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> <ol style="list-style-type: none"> 1. 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. 2. 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> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman. 4. Who has an unmarried dependent child attending a school in the United States to obtain a secondary education, if the: <ol style="list-style-type: none"> a. 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). b. 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 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.

Table 5-27. PCS Allowances for a Service Member Undergoing a Home Port Change		
	If...	Then...
1	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.
2	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.
3	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.
4	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.
5	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,	<p>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.</p> <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 days must be authorized or approved through the Secretarial Process. • This does not apply in the case of a home port change announcement or when a unit's home port is officially changed.
6	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...
1	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.
2	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.
3	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.
4	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.
5	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...
1	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.
2	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.
3	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.
4	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.
5	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 HOR 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
1 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.
2 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.

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...
1 a Service member has not been confined,	he or she is authorized to travel to either his or her HOR or PLEAD.
2 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.
3 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.
4 a former Service member is released or	he or she is not authorized transportation.

	paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,	
5	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.
6	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)).
7	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.

Table 5-32. Dependent Transportation Allowance after Service Member's Hospitalization	
If...	Then the transportation allowance is...
1 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.
2 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 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
1 Before Choosing a HOS and before Submitting a Personal Claim for Travel to a 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.
2 After Choosing a HOS and Submitting a Personal Claim for Travel to a 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.

**The Service member did not ship HHG and the dependent has not traveled to an HOS.*

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.

PDS Location	ITDY Location	Dependent Allowances
1	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.
2	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.
3	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 of marriage.
4	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.
5	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.
6	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 C: HOUSEHOLD GOODS (HHG) TRANSPORTATION

The topic of household goods (HHG) transportation includes a variety of functions associated with getting a Service member's or dependent's personal belongings from one location to another. Included in this section is the policy for the actual transportation or relocation of HHG, storage of HHG, and the various transportation methods available. Also in this section are the allowances for transportation of unaccompanied baggage; professional books, papers and equipment (PBP&E); and required medical equipment. A Service member is authorized transportation of HHG when moving is necessary due to a permanent change of station (PCS) or other reasons specified in this section.

0513 Standard Allowances

051301. Basic Transportation

A. Government's Maximum Obligation. A Service member can move his or her HHG in as many lots as desired from one or more locations. However, the Government's obligation, and maximum payment, is what the cost would be to transport the Service member's maximum weight allowance between authorized locations in one lot at the Government's "Best Value" cost. For a U.S. Public Health Service member, the limitation is to the Government's "Best Value," the overall lowest cost, or other USPHS-selected method. [The Defense Transportation Regulation \(DTR\), Part IV, Chapter 403](#) contains details on "Best Value" costs, including when a boat or personal watercraft exceeding 14 feet, with the trailer, is transported as HHG.

B. Authorized Locations. Authorized locations include, but are not limited to, any combination of the locations in Table 5-35.

Table 5-35. Authorized Locations to Send or Receive HHG		
Origin is from a...	En route or in-transit from...	Destination from a...
1. Residence or quarters to a packing, crating, or storage facility. 2. Packing or crating facility to quarters or residence when a portion of the HHG, after being packed and crated, is to join the remainder of the HHG. 3. Packing or crating facility to a storage facility. 4. Residence or quarters to a carrier's location. 5. Packing, crating, or storage facility to a carrier's location.	1. The incoming carrier's location to a storage facility. 2. A storage facility to an outgoing carrier's location. 3. An incoming carrier's location to an outgoing carrier's location.	1. Carrier's location to a residence or quarters, or a storage location. 2. Storage location to a residence or quarters.

C. Re-Transportation of HHG. Once the Government has transported HHG, no further transportation of that HHG is authorized under the same order for a Service member's convenience to another place.

D. Additional Transportation. If a Service member does not transport the total authorized HHG weight allowance to a new permanent duty station (PDS), the remainder of the weight allowance can be transported at a later date. The HHG must have been in the Service member's possession before the effective date of the PCS order from the PDS where the HHG was not transported. The Government's cost to transport the HHG is limited to the cost to transport the PCS weight allowance in one lot from the old PDS to the new PDS. See [Computation Example](#).

E. HHG Lost, Damaged, or Destroyed. Replacement HHG, up to the full weight allowance, may be transported when the original HHG shipment is destroyed or lost during transportation through no fault of the Service member. The replacement HHG is transported as though the original shipment was improperly transported or unavoidably separated from the Service member. If HHG is lost, damaged, or destroyed while being transported by the Government, claims are submitted as specified in Service regulations.

051302. Effect of an Order Issuance on HHG Transportation

A. Impact of Order Effective Date. HHG allowances are based on the PCS order's effective date; although, the HHG may be transported as long as the HHG authority remains in effect. The weight allowance is based on the grade held on the effective date of the order authorizing the HHG transportation. See par. 051401 for a Service member reduced in grade.

B. HHG Transportation before an Order Is Issued

1. HHG transportation before a PCS order is issued is authorized if the request for transportation is supported by all of the following:

a. A statement from the AO or designated representative that the Service member was advised before such an order was issued that it would be issued.

b. A written agreement, signed by the applicant, to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in the AO's statement.

c. A written agreement, signed by the applicant, to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation.

2. The length of time before the PCS order is issued, during which a Service member may be advised that an order is to be issued, is limited to the relatively short period between the time when a determination is made to order the Service member to make a PCS and the date the order is actually issued.

3. HHG transportation before a PCS order is issued is authorized for a Service member assigned to a ship that has been scheduled for an overhaul, if the AO or designated representative provides a statement that the ship's home port is to be changed due to the overhaul. This statement may be issued when there are fewer than 90 days between the time when a specific overhaul site is determined and the actual ship's departure to the overhaul site. If the scheduled ship overhaul is canceled, HHG must

be transported to the proper destination at Government expense ([59 Comp. Gen. 509 \(1980\)](#)).

4. General information furnished 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, time of service term expiration, eligibility date for retirement, or expected rotation date from duty OCONUS) is not advice that the order is to be issued and cannot be used as a reason to transport HHG before the PCS order is issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise specified in the JTR, a Service member's HHG transportation authority may be used any time while the order remains in effect and before receipt of another PCS order, as long as the HHG transportation is due to the Service member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#) and [B-183436, July 22, 1975](#)).

D. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be shipped to the proper destination at Government expense if the order is later amended, modified, canceled, or revoked.

051303. Alcohol and Firearms

A. Alcoholic Beverage Transportation. Alcoholic beverage transportation as HHG must conform to [27 USC §122](#).

B. Firearm Transportation. Transportation of firearms as HHG for an Armed Services member must conform to [18 USC, §§922\(g\)\(6\), \(8\), and \(9\)](#). Department of Defense (DoD) Services see [DoD Instruction \(DoDI\) 6400.06](#) (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel) for additional information. Non-DoD personnel should see Service regulations.

051304. Professional Books, Papers and Equipment (PBP&E) and Required Medical Equipment

A. PBP&E. A Service member is authorized PBP&E when he or she certifies that the PBP&E are necessary for official duty at the next PDS. The next PDS includes the home of record (HOR) or home of selection (HOS) upon leaving the Service. PBP&E must be declared at the origin of the shipment, and must be documented (to include certification or approval) according to Agency or Service transportation procedures.

1. The weight of PBP&E is not included in the maximum authorized HHG weight allowance. The PBP&E maximum weight allowed is limited to 2,000 pounds net weight. This limit was effective May 2014, and cannot be waived or increased except as specified below.

a. A Service member may exceed the 2,000 pound weight limit when returning from outside the continental United States (OCONUS) or executing a consecutive overseas tour (COT) if orders OCONUS were issued before May 1, 2014.

b. PBP&E over 2,000 pounds must have been originally shipped at Government expense to the location OCONUS. The Service member may ship the same amount of PBP&E that was originally shipped OCONUS.

2. Once PBP&E shipped OCONUS are returned to the continental United States (CONUS), there is no authorization or waiver authority to exceed the 2,000-pound limit on a later order.

3. The obligation to return PBP&E is limited to the amount of PBP&E the Government initially authorized to be shipped OCONUS, even if that is less than the 2,000-pound maximum limit.

4. The Service member may request through the Secretarial Process that PBP&E belonging to his or her spouse be shipped at Government expense on a PCS move. If approved, the spouse's PBP&E authorized maximum weight is limited to 500 pounds.

5. PBP&E is transported the same way, and to the same authorized locations, as HHG. Transportation may be expedited when shipped as unaccompanied baggage. If an item no longer qualifies as PBP&E, it is considered to be PBP&E for the next PCS, and then is HHG for any subsequent moves. If an item of HHG becomes an item that should be PBP&E but is not declared and documented as PBP&E before the HHG transportation or for that move, the item is included in the HHG weight allowance.

B. Required Medical Equipment. A Service member or a dependent who is entitled to, and receiving, medical care authorized by [10 USC, Chapter 55](#), may ship medical equipment necessary for such care. The medical equipment may be shipped in the same way as HHG, but has no weight limit. The weight of authorized medical equipment is not included in the maximum authorized HHG weight allowance.

1. Required medical equipment does not include a modified personally owned vehicle.

2. For medical equipment to qualify for shipment under this paragraph, an appropriate Uniformed Services healthcare provider must certify that the equipment is necessary for medical treatment of the Service member or the dependent who is authorized medical care under [10 USC, Chapter 55](#).

051305. HHG Transportation Not Allowed

A. No Authority. There is no authority for HHG transportation under any of the following conditions for a Service member:

1. Of a Reserve Component when called or ordered to active duty, including active duty for training, for either of the following durations:

a. Less than 20 weeks.

b. 20 or more weeks when the active duty is for less than 20 weeks at any one location.

2. On leave.

3. Who is absent without leave, a deserter, a Straggler, dropped or dismissed, transferred as a prisoner to a place of detention, or in confinement, except as in par. 052009 and Table 5-22.

4. Due to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable when the Service member is serving in the CONUS and has no dependents. For a Service member who has dependents, see par. 052009 and Table 5-22.

5. Under an order to attend a course of instruction of less than 20 weeks, except when HHG

at the TDY weight allowance is authorized.

6. Called or ordered to active duty for basic training for less than 6 months.
7. When a tour OCONUS is for less than 12 months, or less than 12 months remain in a tour OCONUS after the scheduled HHG arrival date at the PDS. An exception allowing HHG shipment is when:
 - a. Authorization is granted through the Secretarial Process if the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.
 - b. The Service member is reassigned OCONUS before the specified tour OCONUS is completed due to base closure or similar action in accordance with par. 050807.
 - c. A Service member is attending a course of instruction, including Foreign Service schools, for 20 or more weeks in accordance with par. 052008.
 - d. The Secretarial Process authorizes a reduced administrative HHG weight transportation, limited to 10% of the Service member's full HHG weight allowance on an individual basis when Government furnishings or quarters are not available at the PDS for PCS travel unless otherwise indicated on the [DTMO Website](#). The authorization for the reduced administrative HHG weight allowance must be in writing before the official travel. Consider more cost-effective options first, such as transporting it as excess accompanied baggage.
8. Transferred between PDSs in proximity to, or activities at, the same PDS, unless a short distance move is authorized under Section 0519.

B. Locations in the CONUS to which HHG Transportation is Prohibited

1. Authorization. A Service member, ordered to duty at a location in the CONUS to which HHG transportation is prohibited or where dependents are not permitted to join the Service member within 20 weeks, is authorized HHG transportation from the last PDS to a designated place in the CONUS and non-temporary storage (NTS).
2. Transportation from the Designated Place and NTS. When the restriction is removed or the Service member is ordered on a PCS to a PDS to which HHG transportation is permitted, transportation is authorized to the PDS from the designated place and NTS.

051306. Excess Charges

A. Government's Responsibility

1. The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. The Government must collect the excess costs from the Service member.
2. A Service member must repay the Service for the cost of transporting his or her HHG in excess of the specified weight allowance, unless there is specific authorization for an increased weight allowance, limited to 18,000 pounds.

3. All transportation costs are included in determining excess costs, such as storage, accessorial services, and any other costs that the Government paid to move the HHG.

4. When it is known or suspected that a Service member will exceed the maximum weight allowance before transportation, the Transportation Officer should notify the Service member and the office paying for the transportation. The Service member is financially responsible for the excess weight charges even if the Transportation Officer did not notify the Service member or the AO providing transportation funds of the known or suspected excess weight status before transportation ([CBCA 2076-RELO, October 5, 2010](#)).

B. Determining Service Member’s Excess Cost

Table 5-36. HHG Transportation in Excess of Authorized Weight Allowance			
If...		And...	Then...
1	shipping to or from an area with no administrative weight restrictions,	HHG is transported in one shipment, and no HHG is placed in NTS, and excess weight is involved,	compute the total transportation cost, less the transportation cost of unauthorized items as determined in par. 051306-D. The cost of excess net weight is prorated based on the cost of total net weight transported.
2		HHG is shipped in multiple shipments with excess weight involved,	compute the excess cost on the shipment so that it results in the lowest cost to the Service member.
3	shipping to or from an administratively weight-restricted area,	weight in excess of the administrative weight allowance is transported to or from the area OCONUS,	compute the excess costs on the overseas and transoceanic portions of the transportation. Compute the cost of the excess weight so that it results in the lowest cost to the Service member.
4		individual shipments are within the administrative weight allowance but when all shipments are added together, the total exceeds the Service member’s authorized weight allowance,	compute the excess cost on the shipment so that it results in the lowest cost to the Service member.
Computation Example			

C. HHG Transportation Other than between Authorized Locations

1. A Service member may have HHG transported between any locations. This also applies to a Service member on an order from an administratively weight-restricted area. The Government’s cost, other than between authorized locations, is limited to the ‘Best Value’ cost of transporting the Service member’s maximum PCS HHG weight allowance in one lot for whichever of the following results in the lowest cost to the Government:

- a. From the last PDS to the new PDS or home of the legal heir.
- b. From the actual HHG location to the new PDS or home of the legal heir.

2. When HHG is transported to a designated place at Government expense and later moved to another location at personal expense, excess HHG transportation costs for the next PCS are based on

the transportation cost of the Service member's maximum PCS HHG weight allowance from the designated place to the new PDS. If the Service member personally procures transportation for HHG from the designated place to the new PDS, the incentive or reimbursement is based on the Government's constructed cost of the actual weight moved, limited to the PCS weight allowance. See [Computation Example](#)

D. Transportation of Unauthorized Items. Non-HHG items must be transported apart from authorized HHG, and the Service member must make the arrangements for separate transportation. If non-HHG items are transported in the HHG shipment and later disclosed or discovered, the Service member is financially responsible for all identifiable transportation costs for the items. If the transportation cost of the items cannot be established, the weight of the non-HHG items is considered excess weight and the transportation cost is computed as specified in Table 5-36.

E. HHG Transportation with Special Routing or Services Provided.

1. When the Service member requests and is provided special routing or services, he or she is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.

2. Subject to the provisions for excess charges and upon the written request of a Service member or a deceased Service member's heir and his or her agreement to pay any additional cost, he or she may:

a. Turn over the HHG to a Transportation Officer for transportation at different times to the same destination.

b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services that may involve additional expenses.

c. Have transportation between any points, limited to the Government's constructed cost. However, this option does not apply to HHG if the Service member is not authorized a move to the HOS.

d. Have one final HHG shipment of items legally awarded to a former spouse due to a divorce when a Service member is authorized transportation under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

F. Transportation Costs Caused by Negligence. Transportation-related costs incurred by the Government due to the negligence of the Service member or the Service member's agent, such as attempted pickup or delivery charges when the carrier could not pick up or deliver the HHG as scheduled, are considered excess charges and are the Service member's responsibility.

G. Weight Additive Items. When HHG includes an item for which a carrier assesses a weight additive, the weight additive is added to the shipment's actual net weight each time the weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in Section 0502. Special packing, crating, or handling expenses for these items are the Service member's financial responsibility.

051307. Advance of Funds

Advance payment of an operating allowance is authorized for personally procured HHG

transportation depending on the type of move the Service member chooses. An advance payment is authorized for any of the following:

- A. A monetary allowance equal to the constructed expenses for transportation arranged when Government-procured HHG transportation or NTS is not available.
- B. A monetary allowance equal to the constructed expenses, limited to 100% of the Government's maximum obligation, for transportation arranged when Government-procured transportation and NTS is available but the Service member personally procures the HHG transportation.
- C. An amount equal to 60% of the personally procured move (PPM) monetary allowance when the Service member moves his or herself. Under the PPM monetary allowance, the Service member or next of kin, as appropriate, receives payment of an amount equal to 95% of the Government's constructed "Best Value" cost for the actual HHG weight transported up to the Service member's maximum authorized weight allowance.

0514 HHG Weight

051401. Authorized PCS Weight Allowances

The authorized PCS weight allowance is normally determined by a Service member's grade on the effective date of the PCS order, and whether or not the Service member has dependents on the effective date of the PCS order. This section also covers circumstances when the PCS weight allowance is based on other factors.

A. Composition. Table 5-37 specifies the authorized weight allowances for a Service member. The weight allowance for a Service member authorized in this table is the total combined weight of any HHG shipped, plus any unaccompanied baggage shipped, and any HHG in storage. See [Computation Examples](#).

1. The weight of PBP&E and required medical equipment is not included in the HHG weight allowance authorized. See par. 051304 for details on PBP&E and required medical equipment.
2. The weight of accompanied baggage or excess accompanied baggage is also not included in the authorized weight allowance.

B. Dependent Eligible to Travel. For Table 5-37, a Service member with dependents is one who has a dependent eligible to travel at Government expense due to a PCS, regardless if the dependent actually travels. For a Service member's first PCS after either the death of all of the Service member's dependents, or a divorce that leaves the Service member with no dependents eligible to travel at Government expense, the Service member's weight allowance remains at the with-dependent rate.

C. Grade Determination. A Service member appointed from either an enlisted or warrant officer grade to a commissioned officer grade, or from an enlisted grade to a warrant officer grade, is authorized the greater of the weight allowance for the grade held on the PCS order effective date or for the grade held at the time the appointment was accepted. If the Service member's grade reverts to the prior grade, he or she is authorized the greater of those two weight allowances.

D. Special Senior Enlisted Members. A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air

Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, Master Chief Petty Officer of the Coast Guard, or Senior Enlisted Advisor to the National Guard Bureau is authorized a weight allowance of 17,000 pounds with dependents or 14,000 pounds without dependents for a PCS order issued on or after receiving notice of selection to that position. The Service member is authorized these weight allowances for the remainder of his or her military career.

Table 5-37. PCS and NTS Weight Allowances (Pounds)		
Grade	With Dependents	Without Dependents
0-10 to 0-6	18,000	18,000
0-5 or W-5	17,500	16,000
0-4 or W-4	17,000	14,000
0-3 or W-3	14,500	13,000
0-2 or W-2	13,500	12,500
0-1, W-1, or Service Academy Graduate	12,000	10,000
E-9	15,000	13,000
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadet	8,000	7,000
Service Academy Cadet or Midshipman		350

051402. Exceptions to the Authorized Weight Allowance

A. Administrative Weight Limitations

1. The weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. Such factors include whether HHG is supplied at the PDS, if there is limited space for HHG in Government quarters or private-sector housing, and if there is limited storage for excess HHG in the area. The [DTMO Website](#) specifies locations having administrative weight limitations.

2. Services establish item allowances for a specific location. Services must coordinate so that allowances are uniform for all Service members of all Services by grade and dependency status in the area.

3. When the new PDS is an administrative-weight-limited location, the Service member is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance in Table 5-37 that could not be shipped to the new PDS.

B. Administrative Weight Limitations not Applicable. Administrative weight limitations do not apply to:

1. HHG shipments from non-foreign areas OCONUS to any location where there is no administrative weight limitation.

2. A Service member with a weight allowance of less than 2,500 pounds.
3. A Service member on duty as a U.S. Defense Attaché.

C. Exceptions to Administrative Weight Limitations. A Service member may request an exception to the administrative weight limitation through the Secretarial Process when the weight listed on the [DTMO Website](#) for the location is insufficient. The combined weights of the HHG shipped and those in NTS cannot exceed the Service member's weight allowance authorized in Table 5-37. Exceptions may be granted in the following circumstances:

1. Items normally furnished by the Government at the new PDS are unavailable. The administrative weight allowance is increased in an amount equal to the weight of personally owned substitute furnishings.
2. A Service member is assigned to a consecutive overseas tour (COT) from an unrestricted-weight location to an administrative-weight-limitation location. The Secretarial Process review must ensure that the HHG transportation does not result in extra costs to the Government.
3. A Service member extends a tour for 1 year or longer within the same weight limitation location.
4. A Service member departs from an administrative-weight-limitation location and he or she had acquired additional furnishings through marriage after assignment to that location. A Service member who acquires a dependent after the effective date of the PCS order to an administrative-weight-limitation location is not authorized transportation for the acquired dependent's HHG or an increase in the weight allowance to that PDS OCONUS.
5. The Service determines that circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

D. Unaccompanied Tour Administrative Weight Limitations

1. Requests for unaccompanied tour location weight limitations must specify:
 - a. The location where the weight allowance is to be limited.
 - b. The proposed new administrative weight allowed and the reasons for the HHG weight allowance reduction.
 - c. The effective period for the decreased weight allowance.
 - d. The Services affected by the request and the results of the coordination with those Services.
2. Requests must be coordinated locally and then coordinated through the Secretarial Process of each affected Service. Once coordinated through all of the affected Services, the request is then sent to the PDTATAC MAP and CAP members for final review and determination. After the PDTATAC MAP and CAP members approve a weight-limitation request, the location will be listed on the [DTMO Website](#). Weight restrictions for locations not listed on the [DTMO Website](#) are not valid.

3. All Services at a location are equally affected by any approved weight restriction.

E. Higher Weight Allowances. Each Service will designate either the Secretary concerned or the Secretarial Process as the approval authority level to authorize a higher weight allowance than that authorized in Table 5-37. No general policy statements are permitted and higher weight allowances will be authorized only on an individual basis. Any increase must meet all of the following requirements:

1. Must be authorized only for a Service member in the pay grade O-5 or below.

2. Is limited to a total HHG weight of 18,000 pounds.

3. Must be documented in a written determination from the approval authority that failure to increase the Service member's weight allowance would create a significant hardship to the Service member or dependent.

F. Service Member Married to Another Service Member or Married to a Civilian Employee

1. Table 5-38 specifies the weight allowance limitations for a PCS HHG shipment when both spouses move to a location with an administrative weight allowance and both have PCS orders.

Table 5-38. PCS Weight Allowance Limitations for a Service Member Married to Another Service Member or to a Civilian Employee		
	If...	Then...
1	both Service members are currently assigned to the same PDS, or a nearby PDS in the same area where they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs where they will jointly occupy a residence,	the couple is limited to one administrative weight allowance based on the higher-ranking Service member's weight allowance.
2	both Service members are currently assigned to the same PDS or nearby PDSs where they jointly occupy a residence, but new orders are to different PDSs where they will occupy separate residences,	each Service member is individually authorized an administrative weight allowance.
3	both Service members are currently assigned to different PDSs and occupy separate residences, and the new orders are to the same or nearby PDSs where they will jointly occupy a residence,	each Service member is individually authorized an administrative weight allowance.
4	a Service member is married to another Service member,	each Service member is authorized unaccompanied baggage transportation, transportation of PBP&E, and transportation of required medical equipment, if all other criteria are met.
5	one spouse is a Service member and the other spouse is a civilian employee,	the Service member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 051402-A (FTR § 302-7.2) for the civilian employee's HHG allowance.

2. When a Service member is married to another Service member, they may combine the weight allowances in Table 5-37 for HHG transportation and NTS when each has a PCS order between

PDSs where they are maintaining or will maintain joint residences within commuting distance of the PDSs.

3. For a move involving the separation or retirement of either or both Service members, the HHG weights may be combined if the move is to a joint residence and either of the following apply:

a. The residence is in the new PDS vicinity of the Service member remaining on active duty from which that Service member will commute to the new PDS.

b. The residence is being established by both retiring or separating spouses at the HOS or HOR, limited by the lesser authorization.

4. See par. 052010 if one of the Service members dies.

5. See par. 051402-A for HHG transportation for a civilian employee married to a Service member when both are authorized HHG shipments to the same new PDS.

051403. Unaccompanied Baggage

A. Weight Limitations. Unaccompanied baggage is part of the Service member's authorized HHG weight allowance. When the shipment is to an area that has an administrative weight limit for HHG, the unaccompanied baggage weight is part of the administrative HHG weight limitation. Unaccompanied baggage is subject to specific limitations. If the new PDS is a location with an HHG administrative weight limit, the unaccompanied baggage weight is the lesser of either the administrative weight limit for the PDS location, as specified on the [DTMO Website](#), or one of the following:

1. 2,000 pounds for an active-duty Service member with command-sponsored family members. The 2,000-pound weight limit is for the entire family, not for each traveler.

2. 10% of the authorized weight allowance for an unaccompanied active-duty Service member normally assigned to furnished Government quarters.

3. 2,000 pounds for an unaccompanied active-duty Service member not normally assigned to furnished bachelor enlisted quarters or bachelor officer quarters.

B. Expedited Transportation. Unaccompanied baggage transportation is authorized by an expedited transportation mode when necessary to enable the Service member to carry out assigned duties or to prevent undue hardship on the Service member or a dependent. The unaccompanied baggage, including any PBP&E, is limited to a maximum of 1,000 pounds when transported by commercial air. If unaccompanied baggage is shipped by expedited commercial air, the remaining weight, limited to the unaccompanied baggage weight allowance authorized in this paragraph, may be shipped by regular transportation methods.

Note: If the unaccompanied baggage shipment includes PBP&E or required medical equipment, the PBP&E and required medical equipment weight must be shown separately on the bill of lading.

051404. Net Weight Determination

See Table 5-39 to determine the net weight of HHG and unaccompanied baggage. The appropriate official—ordinarily the Transportation Officer—may deviate from these allowances on the rare occasion

when, through no fault of the Service member, the shipment tare weight exceeds the allowances in Table 5-39.

Table 5-39. Net Weight Determination			
Method		Situation	Net Weight
1	Actual Weight	Weigh HHG and unaccompanied baggage before packing.	The HHG weight allowances are the actual weight of unpacked and uncrated HHG and unaccompanied baggage.
2	Government-Arranged Transportation	The Government arranges the move. The transporter weighs the HHG and unaccompanied baggage with the internal packing materials.	When the unpacked and uncrated HHG actual weight is known, use the Actual Weight method.
3			When unpacked and uncrated HHG actual weight is not known, subtract 10% of the net weight shown on the shipping documents.
4	Unaccompanied Baggage -- Government-Arranged Transportation	The Government arranges the unaccompanied baggage transportation and the net weight of unaccompanied baggage is not known.	Subtract 50% from the gross weight shown on the shipping document.
5	Direct Procurement Method (DPM) Transportation	Standard Overseas Shipping Boxes Method. HHG is shipped in standard overseas shipping containers, such as type II containers or Government CONEX transporters.	When only the loaded-container gross weight and shipping container weights are known, subtract 20% from the difference between the loaded container gross weight and the empty container stenciled weight.
6			When only the shipment gross weight is shown on the shipping document, reduce the gross weight by 50%.
7		Crated Transportation Method. Transportation is in a crated condition by DPM, and the actual weight of the unpacked and uncrated HHG is unknown.	Subtract 50% from the weight upon which transportation charges are based.
8	Not Applicable	HHG and unaccompanied baggage is not weighed and the weight is unobtainable.	Compute the weight at 7 pounds per cubic foot for all shipments.

0515 Transportation Methods

HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the Best Value cost to the Government.

051501. Government-Procured HHG Transportation

When the Government arranges HHG transportation through the Transportation Office, the Service member turns over the HHG to the Government, or the Government’s agent, for shipping. The Government then assumes the responsibility for the HHG and for getting the HHG to the correct destination. This shipping method is also called the GBL method, in reference to the Government Bill of

Lading that the Government usually uses to pay for the HHG transportation.

051502. Personally Procured HHG Transportation

A Service member or, in the event of a Service member's death, the next of kin, can personally arrange HHG transportation and NTS.

A. Responsibilities. The Service member, or next of kin, when appropriate, who personally arranges for HHG transportation without going through a Government transportation office is responsible for all issues and costs related to any of the following:

1. The Status of Force Agreement (SOFA) if the transportation is to or from a location OCONUS.
2. The use of U.S. flag carriers, import and export processes, tariffs, customs, and—if Service regulations require their use—any available Voluntary Inter-modal Sealift Agreement ship carriers.
3. HHG transportation costs paid by a third party. The Service member or next of kin is not reimbursed for costs paid by a third party.

B. Government Transportation Office not Available. When the Service member personally arranges HHG transportation or NTS because either a Transportation Office is not available or a Transportation Officer instructs the Service member in writing to arrange transportation or storage at personal expense, reimbursement is authorized as follows:

1. The actual cost of shipment up to the maximum allowable weight allowance, not including special routing and services in par. 051306-E.
2. The cost of a direct hire or rental cost of transportation, with or without an operator, not including special routing and services in par. 051306-E.

C. Government-Procured Transportation is Available but not Used. When Government-procured HHG transportation and NTS is available, but the Service member or next of kin, when appropriate, chooses to personally arrange transportation, there are two reimbursement methods.

1. Actual Expense Method
 - a. The actual expense method is when the actual cost of the shipment is reimbursed. Reimbursement is limited to the Government's constructed "Best Value" cost for the actual HHG weight transported, up to the Service member's maximum authorized HHG weight allowance.
 - b. SIT and any small package service arrangements are also reimbursed at the actual cost incurred, limited to the Government's constructed cost for the weight of items stored or transported.
2. Monetary Allowance Method. The second method is the monetary allowance method, also referred to as the personally procured move (PPM). Under this method, the Service member or next of kin, as appropriate, receives payment of a monetary allowance equal to 95% of the Government's constructed "Best Value" cost for the actual HHG weight transported up to the Service member's maximum authorized weight allowance. Regardless of the actual cost of the HHG shipment, a Service

member receives 95% of the “Best Value”. If the actual cost of the HHG shipment is less than or equal to 95% of the Government’s “Best Value”, the Service member is authorized payment of 95% of the “Best Value”. See the [Internal Revenue Service’s](#) rules on the potential tax impact if the 95% payment is more than the actual expenses incurred. If the Service member’s actual costs are more than the 95% that this method allows, the reimbursement may be made under the Actual Expense Method.

D. Determining Weight. The weight of HHG transported is normally established with certified weight certificates from a public weigh master or Government scales. The public weigh master is the person who issues the weight certificates. The net weight, or the Service member’s authorized weight allowance, whichever is less, is used to determine the Government’s constructed cost.

1. Using a constructed weight of 7 pounds per cubic foot may be authorized or approved through the Secretarial Process when weight certificates are not available due to one of the following reasons:

- a. A public scale or Government scale was not available.
- b. The HHG was moved commercially and the carrier or contractor was paid for the move on a basis other than weight.

2. When the carrier or contractor constructs the weight, the carrier or contractor may be requested to substantiate the reasonableness of the constructed weight. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

E. Government’s Constructed Cost (GCC). The Armed Forces and NOAA use different factors in computing the GCC for HHG transportation than does the USPHS.

1. For the Armed Forces and NOAA, the GCC is determined by using the “Best Value” methodology for the channel and the actual HHG weight up to the Service member’s authorized maximum HHG weight as follows:

a. For shipments within the CONUS, between the CONUS and Alaska, and within Alaska (called domestic shipments), the GCC includes the following “Best Value” charges:

- (1) Line haul, packing, and unpacking.
- (2) Line haul factor charges at the origin and destination.
- (3) Short-haul charges for shipments moving 800 or fewer miles.

b. For international shipments, which include shipments to or from Hawaii and to or from U.S. territories and possessions, the GCC includes the “Best Value” “Surface” Single Factor Rate (SFR).

c. Payment of accessorial charges may only be authorized or approved when charges would have been authorized during a Government-arranged move and all applicable tariff approval rules have been met. For details on how “Best Value” costs are determined, see the [DTR, Part IV, Chapter 403](#).

d. For the USPHS, the GCC:

(1) In the CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate, and then multiplying that sum by the actual HHG weight, which is limited to the Service member's authorized maximum HHG weight. The USPS may select an alternate method when appropriate.

(2) To, from, or between locations OCONUS is constructed using the Single Factor Rate or other method selected by USPS.

F. Final Settlement. Final settlement for reimbursement of personally procured transportation, regardless of the transportation method, is based on the GCC of the actual weight moved, limited to the authorized PCS weight allowance. Submit certified weight certificates or an acceptable constructed HHG weight with the claim for reimbursement. The Government cannot incur moving expenses for HHG that is more than 100% of the Government's projected cost to transport the HHG commercially.

051503. Split Shipments

A Service member may ship HHG by Government-procured and personally procured transportation. The combined HHG shipments is limited to the Service member's authorized HHG weight allowance and the Government's "Best Value" cost to transport the authorized maximum PCS weight allowance in one lot between authorized places. See Section 0521 when HHG split shipment is necessary in connection with moving a mobile home.

051504. HHG Improperly Transported or Misdirected

HHG that is improperly transported or otherwise unavoidably misdirected through no fault of the Service member may be transported at Government expense to the proper destination. This includes HHG transported:

- A. When a Service member is officially reported as dead, injured, ill, or absent for 30 or more days in a missing status, or upon death.
- B. In connection with the early return of dependents.
- C. Under one of the conditions in Section 0520.

0516 Transportation of Items of Extraordinary Value

These items may be transported by an expedited mode that provides satisfactory service at the "Best Value" cost to the Government and cannot be included in unaccompanied baggage. The net weight of such shipments is included as part of the Service member's authorized PCS maximum weight allowance. Irreplaceable items, or those having extreme financial or sentimental value, are not given special security even though the Service member may purchase extra-value insurance. Examples of items of extraordinary value are items of gold and other precious metals, jewels, valuable art, or rare and costly collections, and items of substantial value ordinarily worn or carried that are prone to being stolen, such as cameras and binoculars.

0517 HHG Expenses Associated with Shipping

In addition to the actual shipment of the HHG, certain expenses associated with the shipment are considered part of the HHG transportation cost. Costs are allowed up to those associated with the actual weight shipped limited to the authorized weight limit for the Service member. The Government will pay for, or reimburse for, the following services.

- A. Packing, crating, unpacking, uncrating, drayage, and hauling, as necessary.
- B. Special technical servicing to prepare household items for safe transport and use at the destination. This does not include connecting or disconnecting appliances.
- C. Use of special rigging and equipment, such as cranes for HHG other than boats, for heavy or delicate items and handling.
- D. Storage in transit (SIT) up to 90 days, as applicable.

0518 HHG Storage

SIT is included as part of HHG transportation unless specifically prohibited. . NTS may be authorized or approved as an alternative to HHG transportation for any or all of a Service member's HHG when storage is in the Government's best interest.

A. Storage in Transit (SIT). SIT may be authorized or approved at any DoD-approved storage facility at the origin, the destination, or any point in between. SIT cannot begin before the date the HHG is released to a transportation service provider or to the Government for transportation. The time limit is cumulative and may accrue at any combination of the origin, the destination, or any point in between. The Service member is financially responsible for SIT storage charges that accrue after the appropriate time limit expires if the HHG is not removed and additional time has not been authorized under this section.

Note: The actual SIT time-period restrictions must be enforced, regardless of commercial billing practices.

1. A Service member on a PCS order is authorized 90 days of SIT for authorized HHG, unless specifically prohibited by this section.
2. When the HHG cannot be withdrawn during the first 90 days due to conditions beyond the Service member's control, a Service member may request a time-limit extension.
 - a. A Service-designated official may authorize or approve SIT for 90 or fewer additional days.
 - b. The Service member must state in writing the reasons that additional SIT is required. Additional SIT may be authorized or approved due to circumstances beyond the Service member's control, such as:

- (1) Serious illness of the Service member.

- (2) Serious illness or death of a dependent.
- (3) Directed TDY after arrival at the PDS.
- (4) Non-availability of suitable civilian housing or awaiting completion of a residence under construction.
- (5) Acts of God.
- (6) Impending assignment to Government quarters, Government-controlled quarters, or privatized housing.

3. When the HHG in SIT at Government expense cannot be withdrawn within the first 180 days for circumstances beyond the Service member's control, a Service-designated official may authorize or approve additional SIT upon request.

a. The Service-designated official may authorize or approve the request to extend the SIT beyond the first 180 days for a Service member who is on a TDY, or deployed for 90 or more days or for an indefinite period.

b. A Service member may be authorized or approved SIT for more than the 180-day time limit through the Secretarial Process for reasons that the Service concerned deems appropriate and are beyond the Service member's control. The reason must result in his or her inability to take possession of the HHG within the 180-day time limit, such as when assignment to Government quarters or privatized housing is scheduled for a specific date after 180 days. However, SIT beyond the 180-day time limit may not be authorized or approved when a Service member chooses to do either of the following:

- (1) Have a home built while other housing is available.
- (2) Occupy private-sector housing that is too small to accommodate all of the Service member's HHG.

4. A Service-designated official may authorize or approve one HHG partial lot withdrawal and delivery form SIT.

a. The official may authorize or approve a second HHG partial lot withdrawal and delivery when unforeseen circumstances that are beyond the Service member's control arise after the first HHG withdrawal, and the Service member would experience hardship if the additional HHG withdrawal did not occur.

b. A Service member is authorized additional partial lot withdrawals and deliveries of HHG from SIT. However, any reimbursement is limited to the Government's constructed cost to withdraw and deliver the HHG in one lot (or two lots if the second partial lot withdrawal has been authorized or approved) from SIT. The Service member must reimburse the Government for any excess costs incurred.

5. When a Service member receives another PCS order after arrival at a new PDS, and the HHG is in SIT when he or she receives the order, SIT is authorized to continue until the new PCS order's effective date, regardless of the time-limit restrictions in this section. The allowances stated on the new PCS order determine any storage authorization after the effective date of the new PCS order.

6. SIT may be authorized for a short-distance move between residences in a metropolitan area when the move is due to a PCS and both residences are not within the same PDS. SIT in this situation must be specifically authorized or approved through the Secretarial Process (for DoD, not more junior than the gaining activity's commander or ship's commander who is an O-5 or above or civilian employee equivalent) that the Service member's household relocation is mission essential, is in the Government's best interest, and is not primarily for the Service member convenience.

7. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order's effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

8. When a PCS order is canceled or revoked after the HHG is released for transportation or storage to a transportation service provider or to the Government, the Service member is authorized the storage type specified in the original PCS order until the cancellation or revocation date. The Service member is authorized SIT in connection with transporting and delivering HHG to an authorized place.

9. The Service concerned may authorize or approve the conversion of a Service member's HHG that is in NTS to SIT.

a. A conversion of HHG from NTS to SIT may be at any combination of the following locations, unless otherwise prohibited in the JTR:

- (1) Origin.
- (2) The destination.
- (3) Any point in between in connection with the transportation from NTS.

b. The conversion cost is at Government expense if the NTS is at Government expense. The time limit for SIT begins on the day after the NTS authorization ends.

10. The Service concerned may authorize or approve converting SIT to NTS when a Service member receives a new PCS order authorizing HHG transportation or NTS. All or part of the SIT, as needed by the Service member, can become NTS at Government expense when authorized or approved. The authorized period of NTS begins on the same day as the effective date of the PCS order that authorizes the NTS. Unless otherwise stated in the JTR, transportation of HHG converted from SIT to NTS is not authorized until another PCS order is issued.

11. SIT is not authorized for neither a PCS short-distance move within the PDS limits nor for a non-PCS short-distance move, such as to and from Government quarters.

12. SIT is not authorized for HHG transported for TDY, except:

a. That HHG within the TDY weight allowance may be placed in SIT when on either of the following:

- (1) A PCS with TDY en route or deployment en route.

(2) A TDY or a deployment for 90 or fewer days and the Service-designated official authorizes or approves SIT as necessary for reasons beyond the Service member's control.

b. For an RC member relieved from any of the following:

(1) Active duty from an initial active duty for training tour that is less than 6 months.

(2) Active duty for a tour less than 20 weeks.

(3) Active duty for training tour of 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location.

B. Non-Temporary Storage (NTS)

1. NTS may be authorized or approved by the official designated by the Service concerned in facilities determined to provide the best value to the Government. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage locations, storage, and other directly related services necessary to place the HHG in the designated storage facility.

2. NTS must be in a storage facility near the location of the HHG on the date the Service member's PCS order is issued. However, the official designated by the Service concerned may select a different storage facility based on the best value to the Government. When HHG is returned to the CONUS from OCONUS for NTS, the official designated by the Service concerned determines the storage location. When HHG that is en route under one order at the time another order is issued that authorizes NTS, the HHG may be placed in NTS upon arrival at the initial destination or diversion point.

3. To determine the Government's cost for NTS, subtract the weight of HHG transported under the same PCS order from the Service member's maximum authorized HHG weight allowance. The Government's maximum obligation for NTS is limited to the cost of storing the weight remaining. The storage cost for weight that exceeds the authorized weight allowance is the Service member's financial responsibility.

4. Once authorized or approved, NTS begins on the date the order is issued and continues as long as that order is in effect. When one authorization for NTS ends and is immediately followed by a new authorization for NTS, the NTS continues uninterrupted. Additionally, when HHG is in NTS when another order authorizing NTS is received, the NTS continues until the end of the latest order.

5. Each Service may specify circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a Service member is authorized NTS as an alternative to HHG transportation only if authorized or approved through the Secretarial Process. NTS must not be authorized as an alternative to HHG transportation when a dependent performs Early Return of Dependent (ERD) travel due to disciplinary action taken against the Service member.

6. A Service member may withdraw any or all of the HHG from NTS instead of continuing storage. Withdrawn HHG must be used by the Service member or his or her dependent in their residence. The withdrawal from NTS, a short-distance move, unpacking, and uncrating of the withdrawn HHG is at Government expense. No additional transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as specified in this Section.

7. A Service member is authorized NTS for HHG that cannot be accommodated when moving into or out of assigned Government quarters or assigned privatized housing in the CONUS, or assigned Government quarters OCONUS if specifically authorized in Service regulations. The NTS is authorized for moves directed by appropriate authority due to a Service requirement.

a. Reasons the Service might require the Service member to move include use of idle facilities, to vacate the Government quarters or privatized housing because it is unfit for occupancy, or for an unusual Service operational requirement.

b. NTS is also authorized when the Service member is reassigned to Government quarters or privatized housing once the reason requiring him or her to vacate the housing is resolved.

c. For NTS in this situation, there is no weight allowance limitation.

d. NTS costs include the packing, crating, transporting, unpacking, and uncrating necessary for the move. The Government also pays the cost for handling out, delivery, and unpacking of HHG that is in NTS to the Service member's local residence, when the HHG was in NTS because they would not fit in the assigned Government quarters.

8. NTS is authorized when an appropriate authority directs a Service member to vacate Government-controlled quarters in the CONUS or OCONUS because the quarters are unfit for occupancy or to meet an unusual Service operational requirement. See Section 0519 for the applicable time limits on NTS for local moves. Government-paid costs include necessary packing, crating, unpacking, and uncrating of the HHG, with no weight limitations. The Government also pays to transport the HHG to both of the following:

a. Between the Government-controlled quarters and the NTS facility.

b. From the NTS facility to quarters occupied in lieu of the vacated Government-controlled quarters.

9. NTS is authorized with no weight limitations when either of the circumstances occurs:

a. A Service member is ordered to vacate local private-sector housing.

b. A tour of duty at a PDS is involuntarily extended and the Service member is required for reasons beyond his or her control to change local private-sector residences. NTS is authorized until the reporting date, or the report-not-later-than date, on the next PCS order.

10. NTS is not authorized in the following situations:

a. When a Service member is assigned to Government quarters or privatized housing for his or her convenience or morale.

b. When a Service member voluntarily vacates Government quarters or privatized housing for personal reasons or convenience. The Government will not pay for either of the following:

(1) NTS of the HHG moved from the Government quarters or privatized housing.

(2) NTS of any HHG previously placed in NTS in excess of what could be

accommodated in the Government quarters or privatized housing.

c. When the early return of a dependent and HHG specified in par. 050804 causes the termination of Government quarters or privatized housing.

d. When the advance return of a dependent and HHG specified in pars. 052009-B and 052009-C causes the termination of Government quarters or privatized housing.

11. A Service member on a PCS order to a remote area in the CONUS with a shortage of available housing may place HHG in NTS when authorized or approved through the Secretarial Process.

12. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order's effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

13. A Service member who separates from the Service, or is relieved from active duty, and is authorized HHG transportation to the HOR or PLEAD under par. 051002, is authorized NTS. NTS is authorized for 180 days after the active-duty termination date.

a. Upon expiration of the 180-day limit, the Service member may withdraw the HHG from NTS at the Government-authorized storage facility and continue storing the HHG at personal expense at a local commercial storage facility if within the old PDS area. The Service member retains his or her HHG transportation allowance to the HOR or PLEAD at Government expense.

b. A Service member may submit a request through the Secretarial Process for an extension of the time limit to ship HHG. When the extension is approved it does not apply to NTS time limits. The following conditions must be included in the Service member's request for the Secretarial Process consideration:

(1) The Service member is financially responsible for the cost of picking up and delivering the HHG to the local commercial storage facility. He or she is also financially responsible for all excess costs associated with the HHG pick up from the commercial storage facility, such as assessorial charges, excess weight, pick-up, repacking, and inventory of the HHG items.

(2) Any damage or loss associated with the relocation of the HHG from NTS to the commercial storage facility, and while stored at personal expense, is the Service member's financial responsibility. The Government is not liable for any damage or loss under the Personnel Claims Act.

(3) The Service member certifies that he or she owned the HHG on the effective date of the separation order.

14. A Service member—or a dependent in the event of a retired Service member's death—who is authorized HHG transportation to a HOS is authorized NTS. NTS ends 1 year from the date of active duty termination. An extension of the 1-year time limit may be authorized or approved through the Secretarial Process if a Service member is undergoing hospitalization or medical treatment, or is recalled to active duty before selecting a home (see Section 0510).

15. If the HHG weight in NTS plus the weight of the HHG transported on the same PCS

order exceeds the Service member's maximum authorized weight allowance, he or she may request that the Government pay the costs associated with the excess weight storage. If the request is approved and the Government pays those costs, the excess storage costs are the Service member's financial responsibility and he or she must reimburse the Service for the costs in accordance with the Service's regulations.

C. Delivery Out of Storage. As long as the Service member's order or transportation authorization is valid, the Government will pay for the delivery of HHG from storage, regardless of the amount of time the HHG was stored. This includes HHG shipments converted to storage at the Service member's expense.

0519 Local Moves

Short-distance HHG moves within the Service member's PCS weight allowance, unless otherwise specified in this section, may be authorized within the same city, town, or metropolitan area for the events specified in Table 5-40.

Table 5-40. Events that May Require a Short-Distance Move
<ol style="list-style-type: none">1. Reassignment or PCS.2. Moving to or from Government quarters or privatized housing.3. Vacating local economy housing under certain circumstances.4. Involuntary tour extension.5. Separation.6. Retirement.7. Death of a midshipman or cadet while enrolled in a Service academy.8. Foreclosure on rental housing while under a lease.

051901. Short-Distance Move for a Reassignment or PCS

A. Reassignment between Activities at the Same PDS or between PDSs Located in Proximity. A short-distance move is authorized through the Secretarial Process when a household relocation is mission essential, is in the Government's best interest, and is not primarily for the Service member's convenience. The Service member must commute daily from the new residence to his or her duty location for a short distance move to be authorized. For DoD, the authorizing official must be the gaining activity or ship commander in a grade of O-5 or above, or a civilian employee at the equivalent grade.

1. A Service member is authorized a short distance move when reassigned between activities at the same PDS that is not a PCS. The JTR does not require certification for a short-distance HHG move to, from, or between designated locations to which dependent travel is authorized when the Service member is ordered on a dependent-restricted tour or to unusually arduous sea duty. Service regulations may require such certification.

2. A Service member is authorized a short-distance move for a PCS between PDSs located in proximity to each other. PDSs are in proximity to each other if they meet one of the following criteria:

- a. Both are in an area ordinarily serviced by the same local public transit system.
- b. A Service member could commute daily from home to either PDS.

B. PCS between PDSs not in Proximity. A short-distance HHG move between two locations in

proximity to each other is authorized when a Service member is on a PCS order between PDSs that are not in proximity to each other.

051902. Separation or Retirement from the Service

A. Eligibility. A Service member separated from the Service or relieved from active duty as specified in par. 051002, or a Service member who is retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as specified in par. 051003 may be authorized a short distance HHG move.

B. Allowances. A short-distance HHG move is authorized between residences or from NTS to a residence within the same city, town, or metropolitan area. The maximum authorized weight allowance as specified in Table 5-37 applies. Such a move is the final HHG transportation authorized by pars. 051002 and 051003.

051903. Short-Distance Assignment or Termination

A. Eligibility. A Service member authorized **to relocate** to or from Government quarters, privatized housing, or Government-controlled quarters by an appropriate authority may be eligible for a short-distance HHG move, except for short-distance moves due to separation or relief from active duty under honorable conditions or retirement.

B. Allowances. Neither the weight limitation in Table 5-37 nor the 18,000-pound limit imposed by [37 USC, §476](#), applies to this paragraph.

1. Government Quarters or Privatized Housing. A short-distance HHG move is authorized to or from Government quarters or privatized housing to the residence from which the Service member previously commuted, or will commute daily, to the PDS.

a. The move must be directed due to a Service requirement, such as:

(1) Assignment to Government quarters or to privatized housing to live in housing that is unoccupied .

(2) Vacating Government quarters or privatized housing because it is unfit to occupy, an unusual Service operational requirement, or due to an order to vacate.

(3) Reassignment to the Government quarters or privatized housing when the conditions that required vacating the housing are corrected.

b. A short-distance move may be made from or to a point more distant than the residence from which the Service member is to commute on a daily basis to the PDS provided the Service member accepts financial responsibility for all excess costs.

c. A short-distance HHG move under this paragraph is not authorized for a Service member's convenience or morale, or to accommodate a Service member's personal problem.

2. Government-Controlled Quarters. A short-distance HHG move is authorized when a Service member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed to vacate the quarters.

a. Reasons for requiring the move are because they are unfit for occupancy or to meet an unusual Service operational requirement. The move is authorized from the Government-controlled quarters to another local residence from which the Service member is to commute daily to the PDS.

b. If vacating the quarters is temporary, the Service member is authorized a combination of allowances for a short-distance move and NTS to the temporary residence, and a return short-distance move from the temporary residence and NTS to the Government-controlled quarters.

051904. Short-Distance Move When Vacating Local Private-Sector Housing

A. Directed by Proper Authority to Vacate Local Private-Sector Housing. A short-distance move is authorized from local private-sector housing to other local private-sector housing from which the Service member will commute daily to the PDS when ordered to vacate the private-sector housing for the Government's convenience.

1. There is no weight limit based on grade for this move.
2. A short-distance move is not authorized when a Service member moves from local private-sector housing due to a landlord's refusal to renew a lease or permit continued occupancy. This move is considered to be for the Service member's convenience. However it may be authorized if it is due to a military necessity or requirement, such as an involuntary tour extension.

B. Short Distance Move when Vacating Local Private-Sector Housing Due to Involuntary Tour Extension. A short-distance HHG move is authorized when the tour of duty at a PDS is extended and the move is required for reasons beyond the Service member's control. There is no weight limit based on grade for this move. The move is authorized from the residence from which the Service member commuted daily to the PDS to another residence, or from NTS to Government or private-sector housing.

C. Vacating Private-Sector Housing Due to Foreclosure. An Armed Forces Service member, or his or her dependent, who relocates from leased or rented private housing due to a foreclosure action against the landlord is authorized a short-distance HHG move. This provision does not apply when the Service member or his or her dependent is the homeowner. The move is authorized to another residence from which the Service member will commute daily to the PDS, or to a location where the dependent resides. The PCS HHG weight limit in Table 5-37 applies. Before this authority is used, a Service member is encouraged to exhaust remedies available under the Service Member's Civil Relief Act ([50 USC, §3951](#)) and state law.

0520 HHG Transportation Related to Categories of Travel

HHG transportation under this section must be supported by a travel order that identifies the specific paragraph number that authorizes the transportation.

052001. Accession Travel

Table 5-41 specifies the eligibility and allowances for HHG transportation when a Service member performs accession travel.

Table 5-41. HHG Transportation for Accession Travel		
If a Service member...		Then...
1	is commissioned; reinstated; or appointed or reappointed as a warrant officer in a regular Service; or enlisted from civilian life or an RC to the regular service,	the Service member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first PDS.
2	is called or ordered to active duty for training for 140 or more days at any one duty location (other than in 3 below),	
3	is called or ordered to active duty for training under any of the following circumstances: <ul style="list-style-type: none"> • for 139 or fewer days at one duty location, • for 140 or more days total active duty, but the Service member spends 139 or fewer days at any one location, • for 40 or more days and the Secretary has prescribed TDY allowances, 	the AO may authorize HHG transportation, limited to the TDY weight allowance, from the HOR or PLEAD to the first or any subsequent duty location. The duty must be for 31 or more days. Service regulations may restrict the type of HHG items shipped if necessary due to unusual circumstances at the duty location.
4	is called or ordered to initial active duty for training for 180 or fewer days,	
5	is called or ordered to active duty for an assignment other than training for 180 or fewer days at any one duty location within one of the following conditions: <ul style="list-style-type: none"> • for 180 or fewer days, • for 181 or more days total active duty tour but the Service member spends 180 or fewer days at any one duty location, • for 181 or more days and the Secretary has specified TDY allowances for the duty in accordance with Section 0303. 	
6	is in an RC and called or ordered to active duty for an assignment other than training for 181 or more days at any one duty location (other than as in 5 above),	the RC member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first or any subsequent PDS.
7	is released from active duty and authorized HHG transportation to an HOS under par. 051003-E and is recalled to active duty,	the Service member is authorized HHG transportation, limited to the PCS weight allowance to the new duty location from any of the following: <ul style="list-style-type: none"> • the HOS. • the PLEAD if recalled after selecting a home. • the place to which such HHG was last transported at Government expense. • Government-funded NTS.
8	re-enters any Uniformed Service within 1 year from the date of discharge or separation that was under honorable conditions,	the Service member is authorized HHG transportation, limited to the PCS weight allowance to the first PDS or any subsequent PDS from: <ul style="list-style-type: none"> • the HOR or PLEAD. • the last or any previous PDS.

Table 5-41. HHG Transportation for Accession Travel	
If a Service member...	Then...
	<ul style="list-style-type: none"> • an authorized storage place. • any place to which HHG was transported at Government expense.
9	is commissioned or appointed from the ranks, including an Officer Candidate School graduate,
	the Service member is authorized HHG transportation limited to the PCS weight allowance from the home or last PDS to the new PDS. This includes the place where the Service member is commissioned or appointed if such place is the Service member's first PDS as an officer.
10	graduates from a Service academy and is commissioned as an officer,
	the Service member is authorized HHG transportation limited to the PCS weight allowance from the academy to the Service member's HOR, the academy to the first PDS, and from the HOR to the first PDS. HHG transported from the Service academy to the HOR cannot then be transported from the HOR to the first PDS under the same order allowing transportation to the HOR.

052002. PCS HHG Transportation to, from, or between Locations OCONUS and to, from, or between Ships

When the HHG is transported to, from, or between locations OCONUS, the maximum HHG weight allowances and any weight or item restrictions relevant to the particular location apply. Factors, such as tour length, scheduled months remaining on the tour when the HHG arrives, and whether a Service member has a command-sponsored dependent, impact the HHG transportation.

A. HHG Transportation When Performing a PCS to a Location OCONUS or to a Ship

1. Table 5-42 specifies the HHG transportation and allowances when performing a PCS to a PDS OCONUS under certain conditions.

Table 5-42. Transportation of HHG to a PDS OCONUS	
If a Service member...	Then...
1	is ordered to a PDS OCONUS where transportation of HHG is permitted,
	<ul style="list-style-type: none"> • the Service member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations: <ul style="list-style-type: none"> • the new PDS. • a location in the CONUS specified by the Service member. • NTS. • the total cost of HHG transportation to the new PDS and a location in the CONUS specified by the Service member is limited to what it would have cost the Government had the Service member's maximum PCS HHG weight allowance been shipped in one lot from the old PDS or other authorized location to the new PDS OCONUS.

Table 5-42. Transportation of HHG to a PDS OCONUS		
If a Service member...	Then...	
2	<p>is ordered to a PDS OCONUS and is advised, in writing, that HHG transportation will be authorized within 20 weeks after the Service member's port reporting month (see also Item 4 for an accompanied tour),</p>	<p>the HHG that the Service member selects to go to the PDS OCONUS may be placed in NTS until transported to the PDS. The remaining HHG may be:</p> <ul style="list-style-type: none"> • transported for the duration of the OCONUS assignment to a location in the CONUS specified by the Service member. • placed in NTS.
3	<p>must vacate Government quarters at the old PDS upon receipt of a PCS order as specified in Item 2 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent's movement to the new PDS,</p>	<ul style="list-style-type: none"> • the Service member may transport, at Government expense, the HHG the Service member needs to establish a temporary residence for the dependent to a place in the old PDS vicinity. HHG not needed to establish the temporary residence may be shipped to a location in the CONUS specified by the Service member, or store them in NTS. These HHG cannot be transported again at Government expense until the Service member's next PCS.
4	<p>is ordered to a PDS OCONUS on an accompanied tour, and is advised, in writing, that the HHG transportation will be authorized 20 or more weeks after the Service member's port reporting month,</p>	<ul style="list-style-type: none"> • the HHG that the Service member identifies for transportation to the PDS OCONUS may be placed in NTS until they are transported. The remaining HHG may be transported to a location in the CONUS designated by the Service member or placed in NTS, where they will remain for the duration of the assignment OCONUS. The remaining HHG may also be transported to a non-foreign location OCONUS, limited to the cost from the old PDS to the designated place, if: <ul style="list-style-type: none"> • the Service member was a legal resident before entering active duty. • the Service member's spouse was a legal resident at the time of the marriage. • Service member was called to active duty from that non-foreign location OCONUS. • the non-foreign location OCONUS is the Service member's HOR. • when HHG transportation is later authorized from the designated place to the PDS OCONUS, HHG can be shipped if both of the following occur: <ul style="list-style-type: none"> • the Service member has a command-sponsored dependent. • the Service member has at least 12 months remaining on the tour OCONUS on the date the dependent is scheduled to arrive.
5	<p>must vacate Government quarters at the old PDS upon receipt of the PCS order in Item 4 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent's movement to the new PDS,</p>	<ul style="list-style-type: none"> • the Service member may transport or store HHG not needed to establish the temporary residence as indicated in Item 4 above. HHG needed to establish a temporary residence for a dependent to a place in the old PDS vicinity may be transported at Government expense. When HHG transportation is later authorized to the new PDS, transportation is authorized from storage or the place last moved at Government expense to the new PDS. Any HHG not transported to the new PDS may be transported or stored as indicated in Item 4 above.

Table 5-42. Transportation of HHG to a PDS OCONUS	
If a Service member...	Then...
6 is ordered from a PDS in the CONUS to a PDS OCONUS to which HHG transportation is prohibited or restricted: <ul style="list-style-type: none"> • By Service regulations, • Because the Service member is serving an unaccompanied tour, • Because the Service member is serving a dependent-restricted tour, • Under unusual circumstances, 	HHG transportation is authorized to: <ul style="list-style-type: none"> • NTS. • a location in the CONUS specified by the Service member. • a non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process. • the location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member's next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years. • the PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.
7 is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 6, or if the prohibition or restriction on HHG transportation is removed,	transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS. <ul style="list-style-type: none"> • At least 12 months must remain on the Service member's tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS. • Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

2. Table 5-43 specifies the HHG transportation and allowances when performing a PCS to or from a ship under certain conditions.

Table 5-43. Transportation of HHG to or from a Ship	
If a Service member...	Then...
1 is ordered on a PCS to sea duty (not unusually arduous sea duty) from shore duty either in the CONUS or OCONUS,	<ul style="list-style-type: none"> • HHG transportation is authorized from the last PDS to: <ul style="list-style-type: none"> • the home port of the unit to which ordered. • home port NTS. • unaccompanied baggage is authorized from the last PDS to the ship, afloat staff, or afloat unit to which order, or their home port. • when the home port is OCONUS, Table 5-42 also applies.
2 is ordered on a PCS to a ship, an afloat staff, or an afloat unit while the ship or unit is deployed away from the home port,	unaccompanied baggage transportation is authorized to the deployed unit without regard to distance.
3 performs a PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty	HHG transportation is authorized to: <ul style="list-style-type: none"> • NTS. • a location in the CONUS specified by the Service member.

Table 5-43. Transportation of HHG to or from a Ship		
If a Service member...	Then...	
4	<p>(see par. 050907 for a Service member with dependents),</p> <p>performs a PCS to a ship or afloat staff that was previously classified as unusually arduous sea duty and the new classification allows HHG transportation because it is not unusually arduous,</p>	<ul style="list-style-type: none"> • a non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process. • the location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member's next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years. • the PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.
5	<p>is permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS,</p>	
6	<p>is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 8, or if the prohibition or restriction on HHG transportation is removed,</p>	<p>transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS. At least 12 months must remain on the Service member's tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</p>
7	<p>is ordered on a PCS from sea duty to a shore duty PDS OCONUS to which HHG transportation is permitted,</p>	<p>the Service member is authorized HHG transportation to the new PDS as specified below.</p> <ul style="list-style-type: none"> • There must be 12 or more months remaining in the Service member's tour at the PDS OCONUS on the date the HHG is scheduled to arrive. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS. • Transportation is authorized for all or part of the Service member's PCS HHG weight allowance: <ul style="list-style-type: none"> • from the old PDS, NTS, or a location in the CONUS to which HHG had been transported at Government expense when the Service member was ordered to a PDS OCONUS where transportation of HHG was permitted. • to the new PDS or to another location in the CONUS specified by the Service member when he or she was ordered to a PDS OCONUS where transportation of HHG was permitted. • or the HHG may be placed in NTS instead of transported. • HHG transportation to the new PDS from NTS or from a location in the CONUS previously specified by the Service member when he or she was ordered to a PDS OCONUS where

Table 5-43. Transportation of HHG to or from a Ship	
If a Service member...	Then...
	transportation of HHG was permitted. This HHG transportation is authorized without a cost limitation.

3. When a Service member is ordered on a PCS that is an accompanied tour, and that tour is changed to a dependent-restricted tour, or sea duty is changed to unusually arduous sea duty, he or she is authorized transportation of HHG, depending on when the change in duty designation occurs. When both NTS and HHG transportation are provided as options, a portion of the Service member's HHG can be transported and the remainder placed in NTS. Table 5-44 specifies allowances related to HHG transportation when a Service member's duty designation changes.

Table 5-44. Transportation of HHG When Tour of Duty Designation Changes	
If...	Then...
1 the change occurs before HHG is turned over to a Transportation Officer,	the HHG can be shipped as specified in Table 5-42.
2 the change occurs after the HHG is turned over to a Transportation Officer,	the Transportation Officer must divert or re-ship HHG to NTS, a designated location in the CONUS, or a designated non-foreign location OCONUS when authorized or approved through the Secretarial Process. Some HHG may be placed or retained in NTS and the remainder transported to the designated location.
3 the change occurs after the HHG arrives at the Service member's PDS OCONUS,	the Service member may elect to have the HHG placed in NTS, transported to a designated location in the CONUS, or transported to a designated non-foreign location OCONUS authorized or approved through the Secretarial Process.
4 the tour of duty is later changed from a dependent-restricted to an accompanied tour, or if the unusually arduous sea duty is reclassified to regular sea duty,	the Service member may elect NTS or HHG transportation from the place HHG was shipped under Row 2 in this table from NTS to the PDS. At least 12 months must remain on the tour OCONUS or sea duty tour following the date the HHG is scheduled to arrive at the PDS. An exception may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS. If the Service member chooses to leave the HHG at the location they were transported to instead of shipping them to the PDS OCONUS when the tour type changes, that location is the authorized origin on a subsequent PCS.

B. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships.
A Service member who is ordered on a PCS from one PDS OCONUS to another PDS OCONUS, from a PDS OCONUS to a ship, or a PCS between ships is eligible to transport HHG as specified in this section.

Table 5-45. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships	
If a Service member is...	Then...
1 on a PCS order from a PDS OCONUS to a new PDS OCONUS to which HHG transportation is authorized and the HHG is at the PDS,	the Service member is authorized transportation of HHG from the old PDS to the new PDS.
2 ordered on a PCS from one PDS	HHG transportation from the location in the CONUS

Table 5-45. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships	
If a Service member is...	Then...
	<p>OCONUS to a new PDS OCONUS to which HHG transportation is authorized and had the HHG transported to a location in the CONUS or NTS upon arrival at the first PDS OCONUS,</p> <p>specified by the Service member or from NTS to the new PDS or a place OCONUS where a dependent is authorized to travel under pars. 050807, 050809, 050811, or 050814 may only be made if authorized or approved through the Secretarial Process.</p>
3	<p>ordered on a PCS from a PDS OCONUS to another PDS OCONUS to which HHG transportation is prohibited or restricted by any of the following:</p> <ul style="list-style-type: none"> • Service regulations, • the Service member serving a dependent-restricted tour, • the Service member serving an unaccompanied tour at the new PDS, <p>• the Service member is authorized HHG transportation from the last or any previous PDS or storage location to specified locations. HHG can be transported to any combination of the following:</p> <ul style="list-style-type: none"> • The PDS OCONUS. • NTS. • A location in the CONUS specified by the Service member. • Designated place authorized or approved under par. 050814, par. 050907, or through the Secretarial Process. • A designated place OCONUS authorized or approved under Section 0509 or through the Secretarial Process.
4	<p>ordered on a PCS from a PDS OCONUS to:</p> <ul style="list-style-type: none"> • A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty as described in par. 050907, • A ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS, • a ship or afloat staff after it has been designated as operating OCONUS for 1 or more years. <p>• the Service member is also authorized HHG transportation from the locations above to the current PDS OCONUS when the restriction on HHG shipment is lifted or when:</p> <ul style="list-style-type: none"> • The Service member is ordered on a PCS OCONUS to which HHG transportation is authorized. • The Service member is ordered on a PCS from a unit specified as unusually arduous sea duty. • The ship or afloat staff or afloat unit is relieved from the assignment OCONUS. <p>• at least 12 months must remain on the Service member's tour at the PDS OCONUS on the date the HHG is scheduled to arrive. Exceptions may be granted through the Secretarial Process. The weight of all HHG shipped or stored under the PCS order is limited to the Service member's authorized PCS weight allowance.</p>
5	<p>involuntarily transferred on a PCS from a PDS OCONUS to another PDS OCONUS due to base closure or similar action,</p> <p>the Service member is authorized HHG transportation to the new PDS, if HHG is permitted there, regardless of the time remaining in the Service member's tour at the old PDS. Instead of transporting HHG, the Service member may place HHG in NTS. Upon PCS from the PDS OCONUS to which involuntarily transferred, HHG transportation is authorized regardless of the tour length served before the PCS.</p>
6	<p>ordered from sea duty to sea duty between afloat units with identical home ports,</p> <p>HHG transportation is not authorized except for cases under Items 2 and 3 in this table, and par. 050907.</p>
7	<p>ordered from sea duty to sea duty between afloat units with home ports that are not identical,</p> <p>HHG transportation or NTS is authorized in any of the below combinations except for cases under Items 2 and 3 in this table and par. 050907:</p>

Table 5-45. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships	
If a Service member is...	Then...
	<ul style="list-style-type: none"> • From the old home port to the new home port. • From a former PDS to the new home port. • From a previously designated place to the new home port. • From NTS to the new home port. • NTS instead of transporting HHG to the new home port.

C. Tour Extensions OCONUS. A Service member on a tour of less than the specified PDS tour length, who used the HHG transportation authority when originally assigned to that PDS is authorized HHG transportation from the location of the HHG to the current PDS. This is limited to the cost of moving HHG from the old PDS to the new PDS. This transportation is limited to the situation in which the Service member's tour is extended due to:

1. Unusual circumstances and needs of the Service.
2. Failure to transport all HHG to the PDS initially due to the anticipated short assignment time to that PDS ([B-208861, November 10, 1982](#)).

D. HHG Transportation When Performing an In-Place Consecutive Overseas Tour (IPCOT). An IPCOT is not a tour extension, but is new full tour that is served at the same PDS OCONUS. A Service member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as specified in Table 5-46.

Table 5-46. HHG Transportation Due to IPCOT	
Tour Change	Dependent Allowances
1 Unaccompanied to Accompanied	<ul style="list-style-type: none"> • HHG may be transported from a designated place to the current PDS, where the IPCOT will be served, if a dependent is command-sponsored at the current PDS. • A Service member who gains a dependent after the PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation to the current PDS, where the IPCOT is to be served, if the dependent is command-sponsored at the current PDS. HHG transportation in this case is from the HHG location to the current PDS. • HHG acquired after a PCS order's effective date, but before starting the IPCOT, may be shipped using this table as the authority.
2 Accompanied to Unaccompanied	<ul style="list-style-type: none"> • HHG may be transported to the same locations authorized for a dependent in par. 05080-D. • A Service member who gains a dependent after a PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation to the same locations authorized for a dependent in par. 050806-D.
3 Accompanied to Accompanied	A Service member who gains a dependent after a PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the current PDS, where the IPCOT is to be served. HHG transportation in this case is from the location of the HHG to the current PDS.

Table 5-46. HHG Transportation Due to IPCOT	
Tour Change	Dependent Allowances
4	<ul style="list-style-type: none"> • The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. • This table authorizes HHG to be shipped when the HHG is acquired after a PCS order's effective date, but before starting the IPCOT. • The applicable PCS HHG weight allowance applies to the PCS following the IPCOT.

E. HHG Transportation When Performing a PCS from a Location OCONUS or Sea Duty

1. When a Service member performs a PCS from either a location OCONUS or regular sea duty to a location in the CONUS or to a non-foreign location OCONUS where transportation of HHG is authorized, HHG may be transported from the place last shipped at Government expense to the new PDS. Any weight allowance restrictions imposed by the Service for HHG shipment from the old PDS apply. The total weight of HHG shipped plus HHG stored is limited to the Service member's authorized PCS weight allowance. The total cost of HHG transportation is limited to what it would have cost the Government to transport the HHG in one lot from the old PDS to the new PDS.

2. A Service member on a PCS order from a ship, afloat staff, or afloat unit while the ship or unit is deployed away from the home port is authorized unaccompanied baggage transportation from the deployed unit without regard to distance.

3. HHG may be transported from the place last shipped at Government expense to the new PDS, under one of the following circumstances, when a Service member:

a. Was assigned to a PDS to which Service regulations prohibited or restricted HHG transportation.

b. Served an unaccompanied tour or a dependent-restricted tour.

c. Was assigned to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. 050907 for a Service member with dependents).

d. Was assigned to a ship or afloat staff that had been classified as unusually arduous sea duty.

e. Was assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the 1-year period started on the date the ship or afloat staff was specified as operating OCONUS.

F. Consumable Goods. A Service member assigned to a PDS OCONUS listed on the [DTMO Website](#) is authorized transportation of consumable goods in addition to HHG. The number of pounds of consumable goods authorized for shipment is specified on the [DTMO Website](#), and is in addition to the authorized HHG weight allowance. Consumable goods are transported using the same methods as HHG, with the same originating location. An alternate shipping origin for consumable goods in unusual circumstances may be authorized through the Secretarial Process, as well as consumable goods transportation for a tour extension or IPCOT at a PDS listed on the [DTMO Website](#). The consumable goods must be for the Service member's or a dependent's personal use.

052003. HHG Transportation in Connection With a Unit Home Port Change

A. Unit Home Port Change Officially Announced. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled, or revoked.

1. Eligibility. A Service member who has delayed HHG transportation to the old home port or one who has been issued a PCS order to a unit and the PCS order lists the unit's location as the old home port after the home port change has been announced may be eligible for HHG transportation.

2. Allowances. When an official announcement has been made designating a home port change, no further HHG transportation to the current home port—also called the old home port—can be made until a new order is issued. However, if the HHG is in transit or in an otherwise irreversible transportation status on the date the home port change announcement is made, the HHG transportation to the old home port may continue.

B. Unit Home Port Officially Changed. The provisions for a Service member specified in the last row of Table 5-27 do not apply to this subparagraph.

1. A Service member assigned to a unit that is not specified as unusually arduous sea duty is authorized HHG transportation or NTS on the effective date of the home port change. HHG transportation is authorized to the new home port from the old home port, a former PDS, a previously designated place, or from NTS.

2. A Service member assigned to a unit specified as unusually arduous sea duty (see par. 050907) is authorized HHG transportation to the destination authorized for dependents in Section 0509 or to NTS on the home port change effective date.

3. A Service member is not authorized HHG transportation to the new home port when both of the following apply. The Service member receives a PCS order:

- a. Directing detachment from the unit whose home port is being changed.
- b. Before HHG is transported to the new home port.

052004. HHG Transportation in Connection with an Alert Notice

A. Eligibility. A Service member whose unit has been officially alerted for movement to a dependent-restricted PDS OCONUS within 90 days after the alert notice is issued may be eligible for HHG transportation. This also applies to a Service member who is transferred or assigned to the unit after it was alerted.

B. Allowances

1. HHG transportation and NTS are authorized as though the Service member is assigned to a dependent-restricted tour as specified in Item 8 of Table 5-42.

2. When the HHG has been transported or stored under this paragraph, but the Service member is not transferred to the PDS OCONUS intended in the alert notice, HHG transportation is authorized from the location last transported at Government expense to the Service member's PDS. This also applies to returning HHG to that PDS if the Service member continues on permanent duty at the

location where the alert notice was officially announced.

052005. HHG Transportation Related to the Early Return of a Dependent

A. Eligibility. When a Service member's dependent is at a PDS OCONUS, circumstances may result in the dependent returning to the CONUS before the Service member's next PCS. When a dependent is transported due to these reasons, HHG transportation may also be authorized as specified in this paragraph. These circumstances are separated into three groups:

1. Departure due to official situations.
2. Reasons of national interest.
3. Departure due to personal situations.

B. Allowances. Authority for HHG transportation for a dependent and a former family member under this paragraph is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the Service member's next PCS order effective date. The Service member is authorized to transport up to the full HHG weight allowance under the next PCS order. See [Computation Example](#).

1. HHG Transportation from a Foreign or Non-Foreign Location OCONUS Due to Official Situations

a. When a dependent is transported to a designated place from a foreign or non-foreign location OCONUS for one of the official reasons in par. 050804, the order may also authorize HHG transportation. The HHG weight is limited to the authorized PCS weight allowance or an administrative weight limitation related to the foreign or non-foreign location OCONUS. The HHG may be transported from any location, including from NTS, to the designated place.

b. If the official reason that caused the departure of the dependent is resolved or changed so that the dependent can return to the PDS OCONUS, and the AO determines that the return is in the Government's best interest, the order authorizing the dependent return can also authorize HHG transportation. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

2. HHG Transportation from a Location OCONUS Due to Reasons of National Interest. When the Secretary concerned or a more senior official determines that a dependent must return from a location OCONUS for reasons of national interest before the Service member's next PCS, the travel order authorizing the dependent transportation to a designated place may also authorize HHG transportation. If the dependent is foreign-born, the travel order may also authorize him or her to travel to a destination in the dependent's native country. This applies whether the HHG is OCONUS or in NTS.

a. Transportation of the HHG is authorized from any location, including NTS, to the designated place, or the dependent's native country if that is where the dependent was relocated at Government expense.

b. If national interests dictated that a dependent not be at the PDS, then the same travel order that authorizes the dependent's transportation to the PDS OCONUS when the determining authority

decides that national interest no longer requires the dependent to stay away from the PDS may authorize HHG transportation from the location where the Government relocated the dependent. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

3. HHG Transportation from a Location OCONUS due to a Personal Situation . An order authorizing dependent transportation under certain circumstances due to a personal situation may also authorize HHG transportation within the authorized PCS weight allowance or within the administrative weight limitation that may apply. When authorized, HHG can be transported from any location, including NTS, to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign born. Instead of shipping HHG, the Service member is also authorized NTS or continued NTS. HHG transportation due to personal situations must be authorized in advance of the shipment unless otherwise specified in this paragraph.

a. A Service member with a dependent, on a PCS order to a new PDS OCONUS, who transports HHG to the PDS in anticipation of the dependent moving to the PDS OCONUS, may be provided return transportation for HHG if, for reasons beyond the Service member's control, the dependent does not join the Service member. The return transportation of the HHG may be authorized or approved through the Secretarial Process when in the best interest of the Service member or dependent and the Government. The cost of shipping the HHG is limited to the transportation cost from the PDS OCONUS to the dependent's location.

b. A dependent who traveled without an order to an appropriate destination due to a personal situation may be authorized HHG transportation if an order is later issued approving dependent transportation and confirming HHG transportation. The confirmatory order must be supported by the Service member's commanding officer's determination that all of the following conditions apply:

- (1) The dependent traveled to an appropriate location to live.
- (2) The dependent travel meets the conditions for traveling due to a personal situation, except that a travel order for transportation was not issued.
- (3) The dependent status as command-sponsored remains unchanged. This does not apply for a Service member's former dependent whose transportation could have been authorized under par. 050805.
- (4) It is in the Government's best interest to issue an order approving dependent transportation to an appropriate destination for traveling due to a personal situation.

c. When a dependent who is authorized to reside in a location OCONUS dies, the Service member is authorized NTS of HHG that is at that location OCONUS, limited to the PCS weight limitation. The NTS ends on the next specific reporting date or the Service member's reporting-not-later-than date on the next PCS order to the CONUS.

d. When a former family member is authorized transportation related to a divorce or annulment, the travel order may also authorize HHG transportation under the same conditions and circumstances, and using the same terminal points, as in par. 050805 for the personal travel.

- (1) HHG transportation in this situation must be turned over to a Transportation

Officer or to a carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the Service member completes personal travel from the PDS OCONUS due to a PCS, whichever occurs first.

(2) An extension of the 6-month time limit may be authorized or approved as specified for dependent travel in par. 050805. If the 6-month time limit is extended, the HHG must be turned over to a Transportation Officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date or the date the Service member completes personal travel due to a PCS, whichever occurs first.

e. When an order authorizes dependent transportation under par. 052009-B, HHG transportation may be authorized. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between the destination and the conditions and circumstances. The cost is limited to what the Government's cost would have been to transport the HHG between authorized locations. The authorized locations for the origin are the Service member's last or former PDS OCONUS, or the place to which the HHG was last transported at Government expense. The authorized destinations are the Service member's HOR, PLEAD, or the dependent's designated place. An additional authorized destination may be the foreign-born dependent's native country when granted through the Secretarial Process. NTS is not authorized.

(1) When dependent transportation is authorized due to a Service member being convicted of a court martial and placed on leave while awaiting appellate review, then HHG transportation is limited to the cost from the Service member's last or former PDS OCONUS to the HOR or PLEAD.

(2) If HHG is transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG is located to the new PDS. The cost of HHG transportation is limited to the cost from the Service member's HOR or PLEAD to the new PDS. The weight is based on the grade the Service member held on the PCS order's effective date to the new PDS.

(3) If HHG is not transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG was last transported at Government expense to the new PDS. The HHG weight is based on the grade held on the PCS order's effective date to the new PDS.

f. When a custody agreement changes, or other legal arrangements change and the Service member is authorized dependent travel to return to the same or another PDS OCONUS under par. 050805, return transportation for HHG may be authorized through the Secretarial Process. The transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

g. When a dependent leaves the PDS OCONUS before the Service member on an Early Return of Dependent order and the Service member subsequently serves an IPCOT:

(1) HHG transportation is authorized to the IPCOT location under one of the following conditions:

(a) A dependent is returned to the PDS OCONUS at Government expense under par. 050804,

(b) A dependent is returned at personal expense, and then is later command-sponsored

(2) The cost of HHG transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

052006. HHG Transportation and Storage When Ordered on a PCS to a PDS in the Vicinity of Storage

A. Authorization. A Service member is authorized NTS when ordered on a PCS to a PDS that is at or in the vicinity of a place where the Service member already has HHG in NTS. HHG transportation from NTS to the residence is also authorized. A Service member must take delivery of his or her HHG within the first 90 days.

B. Extensions. Due to conditions beyond the Service member's control, if the HHG cannot be withdrawn from NTS during the first 90 days, then an additional 90 days of NTS may be authorized or approved as in par. 0518-A. An additional period of NTS beyond 180 days may be authorized or approved as in par. 0518-A.

052007. PCS with TDY en Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment

A. PCS with a TDY En Route or While on a TDY

1. Eligibility. A Service member on a PCS order with a TDY en route, or on a PCS order without return to the old PDS while on a TDY, is authorized HHG transportation to the new PDS.

2. Allowances

a. The Service member may choose to transport HHG up to the TDY weight allowance to the TDY location for personal use, or may choose to put the HHG in NTS for the TDY's duration. The Service member retains the TDY HHG transportation allowance, regardless of the provisions of Section 0205. The Service member's commanding officer, the AO, the destination Transportation Officer, or any other Service-designated official at the TDY location may authorize SIT for any portion of the TDY HHG at the TDY location. When the TDY is completed, the TDY HHG, including those in SIT at the TDY location, may be transported to the new locations authorized in the PCS order.

b. HHG placed in NTS may remain in NTS, when authorized in the PCS order, or it may be transported to the new PDS. The total weight of the HHG transported plus the weight of HHG stored is limited to the Service member's authorized PCS weight allowance.

B. PCS Following TDY Pending Further Assignment

1. Eligibility. A Service member whose HHG was placed in NTS at Government expense when the Service member was ordered to a TDY pending further assignment is eligible for HHG transportation or storage.

2. Allowances

a. An eligible Service member is authorized NTS for the full TDY period. An additional 90 days of NTS may be authorized or approved under the same provisions as those specified for SIT in par. 0518 in one of the following circumstances:

(1) The new PDS is OCONUS or at a location to which HHG transportation is prohibited or restricted.

(2) For reasons beyond the Service member's control, the HHG cannot be withdrawn within 90 days following TDY completion or during the first 90 days after the arrival date at either the PDS OCONUS or PDS where HHG transportation is prohibited or restricted.

b. HHG transportation from storage to the residence is authorized under Table 5-35 when the new assignment is to one of the following:

(1) Sea duty.

(2) Duty OCONUS.

(3) Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 050907 is at or in the NTS location vicinity.

052008. HHG in Connection with a Course of Instruction of 20 or More Weeks at Any One Location

A. Eligibility. A Service member who is on active duty, or ordered to active duty, to attend a course of instruction where the scheduled cumulative duration at one location is 20 or more weeks is authorized HHG transportation. This includes courses taught at schools, military installations, and Foreign Service schools.

B. Allowances

1. HHG transportation may be authorized from the last, or any previous PDS or place of storage, or from the HOR or PLEAD, to the place where the course is conducted.

2. Upon approval by the Service concerned, all or part of the HHG already in NTS at the origin location may be converted to SIT at the Service member's request if the travel order authorizes HHG transportation or NTS. The NTS is converted to SIT at Government expense. Once the storage is converted from NTS to SIT, any storage costs accruing after the 180th day are the Service member's financial responsibility. Unless additional SIT days are authorized under par. 0518-A, no additional HHG storage is authorized until the next PCS order is issued.

3. If a Service member is permanently assigned when the course is completed to the location where the course was conducted, HHG transportation is authorized from NTS to the PDS. Any HHG not placed in storage in connection with a tour extension may be transported to the new PDS.

4. A Service member who is called or ordered to active duty for a course of instruction under this paragraph is authorized transportation of HHG from NTS to the HOR or PLEAD upon release from active duty, or to the new PDS if retained on active duty upon course completion.

052009. HHG Transportation When a PCS is in Connection with Disciplinary Action

A. HHG Transportation when a Service Member is Reduced in Grade

1. Eligibility. A Service member who is reduced in grade after HHG has been transported on a PCS order to a PDS, is authorized HHG transportation upon receipt of a PCS order from that PDS.

2. Allowances. A Service member is authorized HHG transportation of the weight allowance specified for the grade held at the time of the PCS from that PDS, or when ordered to that PDS, whichever is greater. When the Service member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this paragraph as authority and state the weight allowance specified for the Service member’s former grade. The transportation origins and destinations continue to be the same as they were before the reduction in grade. NTS authority continues regardless of the reduction in grade until the Service member’s next PCS order’s effective date.

B. HHG Transportation Located in the CONUS when Disciplinary Action Is Taken Against a Service Member Stationed OCONUS. Generally, HHG may be transported from any location and from NTS to a designated place. HHG may be transported to a destination in the dependent’s native country if the dependent is foreign-born. The Service member is also authorized NTS or continued NTS. However, certain limitations exist as specified below. An order may be issued providing HHG transportation before the Service member’s PCS if authorized or approved under par. 052005.

1. An order may be issued for HHG transportation before the Service member’s PCS if authorized or approved when disciplinary action is taken against a Service member who is stationed OCONUS, discharged under other than honorable conditions, or sentenced to confinement with or without discharge as follows:

a. A Service member whose PDS is OCONUS who is not provided HHG transportation from the PDS OCONUS because the Service member has no dependents, or the dependents traveled at personal expense without an order, or other similar reason may be eligible for HHG transportation as indicated in Table 5-47.

Table 5-47. Circumstances Allowing HHG Transportation When Disciplinary Action is Taken		
If the Service member is...		Then...
1	serving OCONUS and is dropped from the rolls, sentenced to prison, or transferred as a prisoner to a place of detention,*	<ul style="list-style-type: none"> • the officer exercising special or general court-martial jurisdiction over the Service member may authorize or approve HHG transportation when it is in the Government’s best interest. • HHG transportation is limited to the authorized weight allowance of
2	serving OCONUS and is transferred to a different ship or location to await trial by court-martial as a Deserter or Straggler,*	
3	sentenced by a court-martial to be confined or to receive a punitive discharge, including a bad conduct discharge, dishonorable discharge, or dismissal,*	
4	sentenced to confinement in a foreign or U.S. civil	

Table 5-47. Circumstances Allowing HHG Transportation When Disciplinary Action is Taken	
If the Service member is...	
Then...	
	confinement facility,*
5	returned to the CONUS for discharge under other than honorable conditions,*
6	returned to the CONUS to serve a sentence of confinement in civil or military confinement facilities,*
7	discharged OCONUS under other than honorable conditions,*
8	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,*
9	convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review,**
<p>the grade held at the time the HHG is transported or when ordered to duty OCONUS, whichever is greater.</p> <ul style="list-style-type: none"> the AO must determine the destination to which transportation is authorized and must ensure that a reasonable relationship exists between that destination and the conditions and circumstances. 	
<p><i>*If the Service member has dependents, HHG transportation may be authorized limited to the Government's cost from the Service member's last or former PDS OCONUS or the place to which the HHG is last transported at Government expense, as applicable, to the Service member's HOR, PLEAD, or the designated place. If the dependent is foreign-born, HHG transportation may be authorized to the destination in the dependent's native country where the dependent is residing or will reside. If the Service member has no dependents, HHG transportation is authorized from the Service member's PDS OCONUS to any location, limited to the cost from the PDS OCONUS to the Service member's HOR or PLEAD, as the Service member selects.</i></p> <p><i>**The Government's cost for HHG transportation, whether the Service member has dependents or not, is limited to the cost of transportation from the Service member's last or former PDS OCONUS to the HOR or PLEAD, as the Service member selects. When HHG is transported under this provision, it is the final separation of HHG transportation unless the Service member is restored to duty.</i></p>	

b. A Service member whose HHG was transported while he or she was awaiting completion of appellate review of a court-martial conviction and then is later restored to duty following the appellate review. HHG transportation is authorized from the location where HHG was transported when the Service member was placed on appellate leave to the new PDS.

c. A Service member separated from the Service. NTS of HHG is not authorized as an alternative to transporting HHG or if the HHG is moved from Government or Government-controlled quarters.

2. When the Service member is released from confinement and returns to duty at a new PDS:

a. If the HHG was transported at Government expense under one of the conditions in Table 5-47, the HHG may be transported from any location to the new PDS, limited to the cost from the Service member's HOR or PLEAD to the new PDS. The Service member's PCS weight allowance is based on the grade held on the new PCS order's effective date.

b. If the HHG was not transported at Government expense under one of the conditions in Table 5-47, HHG transportation is authorized from the location where the HHG was last transported at Government expense to the Service member's new PDS. The Service member's PCS weight allowance is based on the grade held on the new PCS order's effective date.

C. HHG Transportation Due to a Court-Martial Sentence or Administrative Discharge Under Other than Honorable Conditions for a Service Member with a Dependent Stationed in the CONUS.

1. Eligibility. A Service member with a dependent who is stationed in the CONUS may be eligible for HHG transportation. HHG transportation 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 not available. The HHG transportation is directly related to dependent transportation under par. 051005 when the Service member 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.
- d. Receive an administrative discharge under other than honorable conditions.

2. Allowances. A Service-designated authority determines the authorized destination of the HHG and ensures that a reasonable relationship exists between that destination and the conditions and circumstances on a case-by-case basis. The HHG transportation must be to a designated place. A foreign-born dependent may have HHG transported to a destination in his or her native country. The HHG must be turned over to a Transportation Officer or carrier within 180 days from the date the court-martial is completed or the date the Service member is given an administrative discharge. Additional time to turn over the HHG to the Transportation Officer or carrier may be granted through the Secretarial Process as specified in par. 051002. NTS is not authorized when HHG is moved out of Government or Government-controlled quarters or privatized housing, or as an alternative to transportation when the dependent is returned from OCONUS (see Table 5-47).

3. HHG transportation reimbursement may be paid to the Service member, or a dependent or ex-spouse when the Service member authorizes payment to either of those individuals.

052010. HHG Transportation Due to Medical Travel or the Death of a Service Member

A. Service Member Ordered to a Hospital in the CONUS

1. When a Service member on active duty is ordered to a hospital in the CONUS from either a PDS or another hospital in the CONUS, HHG transportation may be authorized. The receiving hospital's commanding officer must issue a statement that the Service member's case has been evaluated and the observation period or treatment in that hospital is expected to be prolonged.

a. If the receiving hospital's commanding officer does not issue a statement regarding prolonged hospitalization, the Service member is authorized transportation of unaccompanied baggage, limited to 225 pounds gross weight. If the unaccompanied baggage is improperly transported or is unavoidably separated from the Service member, the unaccompanied baggage should be forwarded to the correct hospital's destination. The improperly transported unaccompanied baggage may be transported by an expedited mode when the origin's commanding officer determines circumstances require the expedited mode.

b. If the receiving hospital's commanding officer issues the prolonged hospitalization

statement, the HHG transportation is the same as that authorized for a PCS. The HHG transportation cost is limited to the cost to the hospital from any combination of: the last or any previous PDS, the place where the HHG was last transported at Government expense, or the place of storage. As an alternative to transporting HHG, the Service member may choose to place all or part of the HHG in NTS. Additionally, any HHG already in storage when the Service member is hospitalized may stay in storage.

2. When a Service member on active duty OCONUS transfers to a hospital in the CONUS for observation or treatment, the HHG may be transported from any authorized place to the hospital. All or part of the HHG may be transported and placed in NTS. Any HHG in storage when the Service member is hospitalized may stay in storage. For the initial movement involving return from OCONUS to the hospital in the CONUS, the receiving hospital's commanding officer's statement that observation or treatment is expected to be prolonged is not required.

3. When a Service member is transferred to a hospital in the CONUS, he or she is authorized HHG transportation to any place in the CONUS instead of to the hospital, limited to the cost of transporting the HHG to the hospital. When the HHG is transported from OCONUS, the cost is limited from the port through which transportation was made to the hospital. If the HHG is transported overland from Canada or Mexico, the cost is limited to the cost of HHG transportation by the carrier and route ordinarily used for similar shipments from the origin to the hospital in the CONUS.

4. Release from Observation or Treatment.

a. HHG transportation is authorized when a Service member is released from observation or treatment and is any of the following:

- (1) Restored to duty.
- (2) Separated from the Service.
- (3) Relieved from active duty.
- (4) Placed on the TDRL.
- (5) Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

b. HHG transportation is authorized from any combination of the last or any prior PDS or place where HHG was last transported at Government expense to a destination otherwise authorized in this part. HHG previously transported due to hospitalization can be moved from the place last transported at Government expense to the authorized destination, limited to the cost from the hospital to the authorized destination.

B. HHG Transportation When a Cadet or Midshipman Dies While Enrolled in a Service Academy. The personal items belonging to a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally authorized to receive the items.

C. HHG Transportation When a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death. For a Service member who died after retirement or release from active duty, see Table 5-55. Table 5-48 specifies the HHG transportation for a Service member under one of the following statuses:

1. An active-duty Service member who is officially reported as dead, injured or ill, or absent for a period of 30 or more days in a missing status as specified in [37 USC, Section 484](#).
2. An active-duty Service member who dies while entitled to basic pay as specified in [37 USC, Section 476\(f\)](#).

5-48. HHG Transportation when a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death	
If...	Then...
1 official notice is received that a Service member is dead,	HHG transportation is authorized to any of the following: <ul style="list-style-type: none"> • A Service member’s HOR. • A dependent’s residence, including the residence of a Service member’s spouse in the case of a Service member married to another Service member. • Next of kin. • Other person authorized to receive custody of the HHG.
2 official notice is received that a Service member is injured or ill and the anticipated period of hospitalization or treatment is expected to be for a prolonged duration as shown by a statement by the receiving hospital’s commanding officer,	
3 official notice is received that a Service member is absent for a period of 30 or more days in a missing status,	
4 an injured or ill Service member, or his or her dependent, next of kin, or another person authorized to receive custody of the HHG requests special routing and service,	Section 0513 of this chapter authorizes special routing and service.
5 a dependent resides OCONUS when a Service member on permanent duty OCONUS dies,	the HHG OCONUS may be transported to NTS, or part of the HHG may be transported to the interim location where the dependent will reside, pending the dependent’s decision on the destination of the final HHG move.
6 the dependent requests HHG transportation to a final destination,	the HHG transported to an interim location may later be transported to the final destination within the limitations specified in this paragraph.
7 a dependent takes physical possession of the HHG at an interim location,	the dependent is financially responsible for all costs in excess of the transportation cost of the 18,000-pound maximum HHG weight allowance in one lot from the origin OCONUS to the final destination via the interim location. In determining excess costs, the cost of authorized SIT while the HHG is in transit is part of the cost of one lot from the origin to final destination.
8 the dependent’s final destination is at the interim location to which the HHG will be transported,	the HHG in NTS, at a designated place, or at a specific location may be transported to the interim location at Government expense for the dependent’s use.
9 an official notice is received that the Service member has died after the HHG has been transported,	the HHG transported under par. 052010-C3a may again be moved.
10 an official notice is received that the Service member’s status has changed from one status to another,	

5-48. HHG Transportation when a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death	
If...	Then...
11	<p>it is determined through the Secretarial Process that circumstances justify an additional move after the Service member has been officially reported as absent in a missing status for a period of more than 1 year,</p> <p>the HHG may again be moved.*</p>
*If a mobile home was previously moved under Part D, HHG may be transported under this paragraph.	

3. Limitations

a. HHG transportation may be authorized or approved only if a reasonable relationship exists between the requested transportation destination and the circumstances of the Service member, the dependent, the next of kin, or another person authorized to receive custody of the HHG.

b. The authorized PCS HHG weight allowance limits do not apply to the HHG transported under this paragraph. However, the Service member's HHG weight allowance is subject to the 18,000 pounds net-weight limitation imposed by [37 USC, §476\(b\)\(1\)\(D\)](#).

c. HHG transportation authority terminates if HHG is not turned over to a Transportation Officer or carrier for transportation within the time limits specified in Table 5-49.

Table 5-49. Time Limits	
If...	Then...
1	<p>HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year from the date of the official status report,</p> <p>the transportation authority ends 1 year after the date of the official status report.</p>
2	<p>HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year after the Service member dies while entitled to basic pay,</p> <p>the transportation authority ends 1 year after the Service member's death.</p>
3	<p>HHG is not turned over to a Transportation Officer or carrier within the 1 year limit,</p> <p>transportation at a later date may be authorized or approved through the Secretarial Process (see Section 0510).</p>
4	<p>the decedent's estate becomes the subject of litigation during the authorized 1 year period,</p> <p>HHG may be transported within 1 year from the final court decree date. .</p>
5	<p>an active duty Service member entitled to basic pay died on or after January 6, 2006,</p> <p>the Secretary concerned must give the dependent at least 3 years, beginning on the date of the Service member's death, to choose an HOS for travel and transportation allowances.</p>
6	<p>a retiree died on or after January 6, 2006, and had not chosen an HOS at that time,</p> <p>the dependent, or the retiree's executor if there are no dependents, have 3 years from the Service member's retirement date (when the Service member first accrued the right to select a home) to choose an HOS for travel and transportation purposes.</p>

4. When the identity of the person authorized to receive the Service member's HHG is not known, is subject to litigation, or is known but has not yet been located and notified to take custody of the

HHG, the HHG may be stored or kept in storage until a proper disposition can be made.

a. SIT of HHG turned over to transportation within the time limits in Table 5-49 may be authorized or approved. However, SIT of more than 180 days is the financial responsibility of the Service member, the dependent, the next of kin, or whomever is authorized to receive custody of the HHG.

b. NTS of HHG belonging to a Service member is authorized when he or she is officially reported as absent for a period of 30 or more days in a missing status, is declared dead while in a missing status, or dies while entitled to basic pay and his or her dependent requests NTS.

(1) When a missing status is officially terminated and the Service member returns to active duty, HHG may stay in NTS at Government expense until the Service member's specific reporting date or the reporting-not-later-than date and the next PCS order.

(2) If the Service member does not return to active duty, the transportation authority of the HHG placed in NTS is determined under Section 0510, or provisions in par. 052010-C upon death of a Service member, as applicable.

5. If an active-duty Service member is married to another Service member, the spouse may transport the deceased, injured, ill, or absent Service member's HHG in connection with the spouse's next immediate PCS under the circumstances authorized in par. 052010-C. Transportation of HHG in this situation replaces any other transportation authorized in par. 052010-C. The 1-year time limit and the requirement for additional time in Table 5-49 do not apply. For transportation purposes, the Service member's and surviving spouse's HHG may be combined. The total weight is limited to 18,000 pounds plus the HHG weight allowance of the surviving spouse.

052011. HHG Transportation When a Service Member is Ordered from a PDS to Await an Order, Detail, Assignment, or Separation

A. Ordered from a PDS in the CONUS. A Service member who is ordered from a PDS in the CONUS may place his or her HHG into NTS. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage or the previous PDS to the new PDS.

B. Ordered from a PDS OCONUS. When a Service member is ordered to the CONUS from a PDS OCONUS, HHG transportation may be authorized from the PDS to the place in the CONUS where he or she is ordered to report even if it is not the new PDS, which is unknown. If an order to the new PDS is not available when the HHG arrives, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order that detaches the Service member from the PDS OCONUS and the order naming the new PDS are one PCS order. If the Service member takes physical possession of the HHG, the Government must not further transport the HHG because that is considered to be for the Service member's convenience. Table 5-50 specifies HHG transportation allowances for a Service member ordered from a PDS OCONUS to the United States or to a non-foreign area OCONUS for separation processing when he or she is authorized to select an HOS.

Table 5-50. Ordered from a PDS OCONUS to the United States or to a Non-foreign Area OCONUS for Separation Processing with HOS Authorized		
If...	Then...	
1	a Service member is ordered from a PDS OCONUS to an area in the CONUS or non-foreign area OCONUS for separation processing with HOS authorized under par. 051003,	the HHG may be placed in NTS or may be transported from the PDS to the place to which ordered to report. Once the HOS is selected, this HHG may be later transported under par. 051003.
2	the Service member takes possession of the HHG at the processing station,	transportation of the HHG to the HOS from the processing station is still authorized. The Service member must agree to bear all costs in excess of transporting the maximum authorized PCS HHG weight allowance in one lot directly from the PDS OCONUS to the HOS via the processing location. The costs of delivering, unpacking, re-packing, and re-shipping of the HHG to the Service member at the processing location are not part of the Government's cost obligation (44 Comp. Gen. 826 (1965)). In determining excess costs, the cost of the authorized SIT is part of the cost of one lot from origin to final destination.
3	the Service member's HOS is at the same location as the processing station,	the HHG in NTS at a designated place or location during the tour OCONUS may be transported to the processing station.

Note: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

052012. HHG Transportation Due to Separation from the Service or Relief from Active Duty

A. HHG Transportation and NTS - General.

1. A Service member on active duty who is separated from the Service or relieved from active duty under par. 051002, is authorized HHG transportation, limited to the authorized PCS weight allowance, to the HOR or PLEAD, whichever the Service member selects.

a. HHG transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. The Service member may transport the HHG between any locations other than those authorized. Any excess costs are the Service member's financial responsibility.

b. If the Service member transports his or her HHG between locations other than those authorized, the Transportation Officer or Finance Office computes the excess costs based on either the cost that the Government would have incurred for transporting the Service member's maximum PCS HHG weight allowance in one lot from the last PDS or the cost of transporting the HHG from its actual location, whichever would result in a lower cost to the Government.

2. A Service member who is authorized HHG transportation under par. 051002 is authorized NTS. The authority begins on the date the order is issued and terminates on the end of the 180th day from the active-duty termination date.

3. SIT of the HHG transported from NTS under par. 051002 is authorized only when

necessary due to conditions beyond the Service member's control that arise after HHG transportation from NTS and the SIT is authorized or approved according to Service regulations. Any HHG not placed in NTS may be placed in SIT under par. 0518-A, in connection with transportation under par. 051002.

B. HHG Transportation and NTS - Other Circumstances

1. Table 5-51 specifies circumstances affecting the allowance for separation from the Service and release from active duty and the associated allowances.

Table 5-51. Separation or Relief from Active Duty under Certain Circumstances	
If...	Then...
1 Service member is separated or relieved from active duty to continue on active duty in a Uniformed Service,	HHG transportation or NTS is authorized only if the Service member is transferred on a PCS order in connection with his or her continuance or reentry into a Service.
2 a Service member is separated or relieved from active duty because his or her enlistment or term of service expires and, on the following day, re-enters the Service at the location where he or she was separated or relieved with no change of PDS,	neither HHG transportation nor NTS is authorized.
3 a Service member serving in the CONUS has no dependents and is separated from the Service under other than honorable conditions,	
4 an RC member is ordered to: <ul style="list-style-type: none"> • Initial active duty for training for 6 or fewer months, • Active duty, including active duty for training, for less than 20 weeks, • Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any location, 	HHG transportation, including SIT for 30 or fewer days, is authorized upon relief from such duty. The weight allowance authorized is the TDY HHG weight allowance, not the PCS weight allowance. HHG transportation is authorized from the last duty location or place where the HHG was last transported at Government expense to the HOR or PLEAD or active duty for training location. NTS is not authorized.
5 a Service member is separated to pursue an undergraduate degree through the ROTC scholarship program,	HHG transportation to that college, the HOR, or PLEAD, as the Service member chooses, is authorized. Transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. If the Service member chooses HHG transportation between other places, he or she is financially responsible for all costs in excess of those that would have been incurred had the HHG been transported between authorized locations. Storage is authorized as specified in par. 0518.
6 a Service member is separating from the Service or is being released from active duty and: <ul style="list-style-type: none"> • is authorized HHG transportation, • is required by appropriate authority to vacate Government quarters, Government-controlled quarters, or privatized housing before actual 	a short-distance move of HHG up to the Service member's authorized PCS weight limit is authorized from the vacated quarters or privatized housing to a local temporary residence in the vacated quarters or privatized housing vicinity.

Table 5-51. Separation or Relief from Active Duty under Certain Circumstances	
	If... Then...
	separation or release from active duty,
7	a Service member actually separates or is released from active duty after moving from vacated quarters or privatized housing to a local temporary residence, under the circumstances specified in item 6 of this table,
	HHG transportation within the time limits and within the Service member's weight allowance is authorized from the local temporary residence to the Service member's HOR or PLEAD, whichever the Service member selects.

2. A Service member awaiting the results of physical disability proceedings is authorized HHG transportation to the home or specific location where he or she is awaiting those results. If separated or relieved from active duty, the Service member is authorized HHG transportation to an authorized point. The cost of HHG transportation is limited to the cost of transporting the HHG from the Service member's PDS when he or she received the order to proceed in an awaiting-orders status to the point authorized due to separation or relief from active duty, less any amount previously paid for HHG transportation to the point where he or she awaited the results. To be authorized HHG transportation:

- a. He or she must be found unfit to perform the duties of his or her grade by a physical evaluation board.
- b. He or she must not be authorized an HOS move under par. 051003.
- c. He or she must have been ordered home or to a specific location to await the results of the disability proceedings for the Government's convenience.
- d. He or she must sign a written release agreeing not to contest the initial physical evaluation board results.

C. Time Limit. Authority for HHG transportation is limited to 180 days. Such authority ends on the 181st day following separation from the Service or relief from active duty, unless a written request for HHG transportation is submitted to a Transportation Officer or designated representative before the end of the 180th day.

- 1. When an HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The Transportation Officer or designated representative determines the reasonableness on a case-by-case basis.
- 2. A time limit extension for HHG transportation does not extend the Government's obligation for storage costs for a period greater than what was authorized or approved under par. 051002 for NTS or par. 0518 for SIT. Following NTS expiration, the HHG must be transported as soon as possible to the final destination.
- 3. In hardship cases, a time-limit extension may be authorized or approved for a specific period of time through the Secretarial Process.

D. Service Member Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A Service member who is recalled to active duty after being separated from the Service or relieved from active duty, and who was previously authorized HHG transportation and NTS, may be authorized either HHG transportation or NTS under the recall order.

1. If the Service member has his or her HHG in NTS when recalled to active duty, the HHG is authorized to remain in NTS if the Service member is otherwise authorized NTS. The authorization is valid from the active-duty recall date until the date he or she is again separated from the Service or relieved from active duty.

a. If the Service member is ordered on a TDY due to a recall, continued storage may be provided only if he or she qualifies for special storage under Chapter 2.

b. If the Service member is ordered on a PCS due to the recall, continued NTS under the PCS order may be authorized and provided to the Service member.

2. If the Service member had HHG in NTS when recalled to active duty, and he or she is again separated from the Service or relieved from active duty under honorable conditions, the Service member is authorized NTS under par. 051002 and HHG transportation to the HOR or PLEAD, whichever location the Service member selects. The HHG must be turned over to a carrier for transportation within 180 days after the date the Service member is separated or released from active duty following a recall.

052013. HHG Transportation in Connection with Retirement, Placement on the TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

A. HHG Transportation and Storage—General

1. A Service member on active duty is authorized HHG transportation from the last or any previous PDS; from a designated place in the CONUS, from a designated place in a non-foreign area OCONUS, or from anywhere the Service member selects, subject to par. 051306; from storage; or any combination of these locations to the Service member's HOS when the Service member is:

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

b. Retired with pay for any other reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.

c. Separated with severance or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.

d. Involuntarily released from active duty with readjustment or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.

2. HHG transportation is authorized to a place other than the Service member's HOS, or for a split shipment that sends part of the HHG to the HOS and part to some other place, provided the Service member bears all costs in excess of transportation of his or her maximum PCS HHG weight allowance in one lot to the HOS, HOR, or PLEAD, whichever provides the greatest cost savings to the Government.

3. Transportation to the Service member's HOR or PLEAD under par. 052012, but not to a HOS, is authorized when a Service member:

a. Is retired without pay.

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability.

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

Table 5-52. HHG Storage (Retirement, TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay)		
Allowance	Authorization	Limitation
1 HHG to NTS	Service member or dependent is authorized HHG transportation under either par. 051003 or Table 5-33.	The authority begins on the date the order is issued and ends 1 year from the active-duty termination date, unless otherwise indicated in this paragraph. A Service member undergoing hospitalization or medical treatment on the date of active-duty termination, or for any period of time during the 1-year period following such date is authorized NTS as specified in Table 5-53.
2 HHG from NTS to SIT*		Only when necessary due to conditions beyond the Service member's control that arise after transportation from NTS, and the SIT is authorized or approved according to Service regulations.

**Any portion of a Service member's HHG not placed in NTS may be placed in SIT as part of the HHG transportation under the authorization.*

B. Time Limits. HHG must be turned over for transportation within 1 year following active duty termination, except as specified in Table 5-53.

Table 5-53. Extensions of HHG Shipping Time Limits	
If a Service member...	Then...
1 who is authorized HHG transportation to a HOS, is confined in or undergoing treatment at a hospital on the active-duty termination date,	HHG transportation and NTS are authorized, but authorization ends 1 year after either the date of discharge from the hospital or the termination of the medical treatment, whichever is later. This 1-year period may be extended through the Secretarial Process.
2 who is authorized HHG transportation to a HOS, is confined in or undergoing treatment at a hospital for any period of time during the 1-year period following active-duty termination,	HHG transportation and NTS are authorized until 1 year after the active-duty termination date plus a period equal to the Service member's hospitalization or treatment period. The time period for HHG transportation may be extended through the Secretarial Process. The NTS time period cannot be extended. Any NTS in excess of this total time is the Service member's responsibility.
3 is authorized HHG transportation under pars. 051003-A and 051003-B is undergoing education or training to qualify for transition into civilian employment on the active-duty termination date,	HHG transportation is authorized until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier. This time period may be extended through the Secretarial Process. There is no authority to extend NTS beyond the 1 year active-duty termination.
4 begins education or training to qualify for transition into civilian employment during the 1-year period following the active-duty service termination date, or during a longer	

period authorized due to hospitalization or medical treatment,	
--	--

C. Other Deserving Cases

1. Time limit extensions may be authorized or approved through the Secretarial Process when:

a. An unexpected event beyond the Service member’s control occurs that prevents him or her from moving to the HOS within the specified time limit.

b. The extension is in the Service’s best interest or to the Service member’s benefit, and it is not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended due to hospitalization, medical treatment, education, or training.

2. Time limit extensions may be authorized or approved only for the specific period of time the Service member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the Service member may request an additional extension through the Secretarial Process, explaining the reasons for the extension. An additional authorized period for a specific time may then be authorized or approved through the Secretarial Process. Time-limit extensions are not authorized for any reason for more than 6 years from the date of separation, release from active duty, or retirement. Also see par. 051003-I for restrictions on time limit extensions.

3. Delays in HHG transportation under this subparagraph must be due to the Service member’s separation from the Service.

4. Extensions for HHG transportation do not change the Government’s obligation for storage costs for longer than a 1-year period from the active duty termination date, except when a longer period is authorized for hospitalization or medical treatment.

D. Service Member Required to Vacate Government or Government Controlled Quarters or Privatized Housing before Selecting a Home. When a proper authority requires a Service member to vacate Government or Government-controlled quarters, or privatized housing, before choosing an HOS, the Service member is authorized HHG transportation for a short-distance move from the vacated quarters or housing to a local temporary residence in the vacated housing vicinity. The Service member’s PCS weight allowance applies for this short-distance move. HHG transportation is authorized within the specified time limits and for the Service member’s PCS weight allowance from the local temporary residence to the HOS.

E. Recall to Active Duty. When a Service member is eligible to select a home under par. 051003, and is recalled to active duty, certain HHG transportation allowances are authorized. Table 5-54 identifies the situations and allowances when such a recall occurs.

Table 5-54. Recall to Active Duty	
If a Service member is recalled to active duty...	Then...
1 before selecting a home, and has HHG in NTS under par. 051003-A4 and 051003-A5,	NTS may continue from the date the Service member is recalled to active duty until he or she reverts to a retired status, provided he or she is otherwise authorized NTS storage.
2 before selecting a home and	continued NTS storage may be provided only if the Service

Table 5-54. Recall to Active Duty		
If a Service member is recalled to active duty...	Then...	
	ordered on a TDY due to the recall,	member qualifies for special storage under par. 032903 and Section 0205.
3	before selecting a home and ordered on a PCS due to the recall,	NTS may continue if authorized on the PCS order.
4	before selecting a home and had his or her HHG in NTS at the time of recall,	when the Service member reverts to a retired status under honorable conditions, NTS and HHG transportation to an HOS are authorized. The HHG must be turned over to a carrier for transportation within 1 year after the date the Service member is released from active duty following the recall and reversion to the retired status.
5	after selecting and traveling to a HOS,	HHG transportation is authorized to the previous HOS or PLEAD, whichever the Service member chooses for travel allowances, upon termination of active duty under honorable conditions.

F. Service Member on the TDRL Who is Discharged or Retired. When a Service member on the TDRL is discharged with severance pay or retired for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, HHG transportation is not authorized. However, the Service member may be eligible for HHG transportation to the HOS, storage, or have his or her time-limit extensions granted due to hospitalization, medical treatment, education, training, or other deserving cases as specified in this section.

G. Service Member Ordered Home to Await Disability Retirement. A Service member is authorized HHG transportation when a physical evaluation board finds that he or she is unfit to perform the duties of his or her grade and the Service member is ordered home or to a specific location for the Government's convenience to await another order in connection with disability retirement. HHG transportation is authorized to the home or a specific location. HHG transported under this paragraph may be re-transported when a retirement or other order is finally issued. However, the maximum HHG authorization is for the distance from the Service member's PDS at the time he or she received the order to proceed in an awaiting-orders status, to the point to which the Service member is authorized due to retirement or release from active duty, less any amount previously paid for transportation of the HHG to the waiting point.

H. Service Member Dies after Retirement or Release from Active Duty. If a Service member, authorized HHG transportation to a HOS under pars. 051003-A and 051003-B, dies after retirement or release from active duty, certain HHG transportation allowances are authorized. Table 5-55 specifies the conditions and allowances associated with this event. The time limits in par. 051003-I apply to HHG transportation under this paragraph.

Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty		
If a Service member dies...	Then...	
1	after choosing a HOS specified in par. 051003 but before transporting HHG,	the HHG may be transported, at a dependent's request, to the Service member's HOS, other dependent selected place, or partially to each location. The dependent is financially responsible for all costs in

Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty		
If a Service member dies...	Then...	
2	after choosing a HOS and traveling to that HOS but before HHG transportation,	excess of the transportation cost in one lot to the Service member's chosen HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the Service member's maximum PCS HHG weight allowance to the Service member's chosen HOS.
3	after choosing a home but has not traveled to the HOS, has not executed any travel allowance associated with the HOS, or transported his or her HHG,	the HHG may be transported at Government expense, at a dependent's request, to the Service member's HOS or the dependent-selected home that would have been authorized under par. 051003-B or partially to each location. The dependent is financially responsible for all cost in excess of the transportation of the Service member's maximum PCS HHG weight allowance in one lot to the dependent-selected home. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.
4	choosing a HOS under par. 051003,	

052014. HHG Transportation for a Dependent Relocating for Personal Safety

See par. 051205.

0521 HHG and Mobile Home Allowances

When a Service member chooses to move a mobile home, ordinarily, HHG transportation is not authorized. The mobile home shipment is instead of the HHG shipment. However, there are a few instances when HHG transportation may be authorized when a mobile home is also being shipped.

052101. Transportation of HHG Removed from a Mobile Home to Meet Safety Requirements

The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense. Determine the cost limit on mobile home transportation under Part D by deducting the cost of transporting the removed HHG from the total Government-constructed cost to transport the Service member's maximum authorized HHG PCS weight allowance. The remaining amount is the cost limit.

052102. HHG Transportation Authorized When a Mobile Home is Also Transported

A. PCS between a PDS in the CONUS to Alaska, a PDS in the CONUS to OCONUS, a PDS in Alaska to Alaska, or a PDS in Alaska to OCONUS. See [Computation Example](#).

1. When concurrent dependent travel is authorized or is to be authorized within 20 weeks from the Service member's port reporting month, but not all of the dependents can travel to the new PDS OCONUS, a Service member is authorized both of the following:

- a. Unaccompanied baggage and other HHG transportation to the PDS OCONUS.

b. Mobile home allowances to a designated place in the CONUS or Alaska if the dependents who are not traveling to the PDS are to use the mobile home as a residence during the Service member's tour OCONUS under one of the following conditions:

(1) When a Service member married to a Service member can combine their PCS weight allowances to a new PDS and each of them is authorized to move a mobile home on a PCS order.

(2) A dependent travels to or from a designated place or selected point in the CONUS or Alaska to a new PDS that is neither in CONUS nor Alaska.

2. If a Service member is assigned to duty OCONUS and concurrent travel of a dependent is denied or is delayed for an anticipated period of 20 or more weeks from a Service member's port reporting month, then the Service member may choose mobile home allowances to a designated place in the CONUS or Alaska. If the Service member chooses to move a mobile home to a designated place, then the Service member is authorized unaccompanied baggage and other HHG transportation to the PDS OCONUS, subject to the following limitations:

a. The Government's total liability for the cost of moving the mobile home, shipping the unaccompanied baggage and other HHG is limited to the total Government-constructed cost to transport the Service member's maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

b. If the dependent is later authorized to travel to the PDS OCONUS at Government expense, the Service member may transport the HHG from the designated place to the PDS OCONUS. The Government's cost liability for the HHG transportation allowance for moving the mobile home, any unaccompanied baggage and HHG already shipped to the PDS OCONUS, plus any HHG shipped from the designated place to the PDS OCONUS is limited to what it would have cost the Government to ship the Service member's maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

3. A Service member stationed OCONUS or outside Alaska who is returned to the CONUS or Alaska under a PCS order and who chooses mobile home allowances within the CONUS or Alaska, is also authorized HHG and unaccompanied baggage transportation from the PDS OCONUS or Alaska to the new PDS, HOR, PLEAD, or HOS, as applicable. The Government's cost liability for the total of the mobile home move, the shipment of HHG, and the unaccompanied baggage transportation is limited to what it would have cost the Government to transport the Service member's authorized maximum PCS HHG weight allowance between the old PDS and new PDS, HOR or PLEAD, or HOS, as applicable

4. A Service member who chooses mobile home allowances between a PDS in Alaska and a PDS in the CONUS is not authorized HHG or unaccompanied baggage transportation, unless the HHG was removed from the mobile home to meet safety requirements.

B. Unusual or Emergency Circumstances

1. A Service member who is stationed in Alaska or OCONUS is authorized his or her HHG and unaccompanied baggage from the PDS to a designated place, but not for the HHG removed from the mobile home to meet safety requirements, when both of the following occur:

a. A dependent is returned to the CONUS or Alaska under the rules for an early return of

the dependent or under Sections 0508 or 0512.

b. The Service member chooses mobile home allowances within or between the CONUS or Alaska under the rules for an early return of a dependent.

2. A Service member is not authorized HHG or unaccompanied baggage transportation, but is authorized transportation of the HHG removed from the mobile home to meet safety requirements when both of the following occur:

a. A dependent is returned from Alaska to the CONUS due to a personal situation OCONUS, including travel in the CONUS when disciplinary action is taken against a Service member who is stationed OCONUS.

b. The Service member chooses mobile home allowances from Alaska to the CONUS.

C. Mobile Home Delivery not Completed. When mobile home delivery at the authorized destination is prevented by circumstances beyond the Service member's control, HHG transportation is authorized as specified below.

1. When the HHG has been turned over to the Government to transport, and the Government-procured transportation is unable to deliver the mobile home to the destination, compute the HHG transportation cost as specified in Table 5-56.

Table 5-56. Computation when Government-Procured Transportation is Unable to Complete Delivery	
Step	Computation
1	Determine what would have been payable to transport the mobile home to the destination.
2	Add the cost to transport any HHG removed from the mobile home to meet safety requirements.
3	Add any unaccompanied baggage and other HHG transported.
4	Subtract any cost to the Government for mobile home transportation to the location where the Government-procured transportation is unable to deliver the mobile home, also known as the breakdown point.
5	The remainder is the allowable cost to ship the HHG.

2. When a Service member personally arranges for HHG transportation, and the personally-procured commercial transportation is unable to complete the delivery of a mobile home to the destination, HHG transportation is authorized limited to:

a. What would have been payable if the mobile home had been transported by Government-procured transportation to the authorized destination, less any TDY HHG weight allowance transported, SIT, and dry storage that was provided for the mobile home transportation to the point of breakdown.

b. The Government's total cost is limited to the cost to transport the PCS weight allowance of HHG from the old PDS to the new PDS not to exceed the GCC.

D. HHG Removed from a Mobile Home to Meet Safety Requirements. The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense.

HHG transportation cost must be deducted from the total cost of what it would have cost the Government to transport the Service member's maximum authorized HHG weight to determine the Service member's cost limit on mobile home transportation under Part D.

052103. HHG Transportation Not Authorized

HHG transportation is not authorized for a Service member who chooses mobile home allowances except:

- A. Those HHG transportation allowances specified in this section.
- B. For a Service member married to a Service member (see Part D).
- C. When a mobile home is transported in connection with an alert notice.

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.

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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 Station Allowance Reporting Procedures and Responsibilities, 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 GSBICA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBICA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".
2. "Issues of marital status are determined by state law", James H. Perdue, [GSBICA 14122-RELO, 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 **par. 060103**
- 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, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: <http://www.saipan.com>;
2. Commonwealth of Puerto Rico;
3. American Samoa;
4. Baker Island;
5. Guam;
6. Howland Island;
7. Jarvis Island;
8. Johnston Atoll;
9. Kingman Reef;
10. Midway Islands;
11. Navassa Island;
12. Palmyra Atoll;
13. Virgin Islands; and
14. Wake Island.

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and

3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the U.S.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. Costs related to transportation. See pars. 020203, 020206, 020207, 020208, 020209, 020210, 020211 and 020213.

TRANSPORTATION IN KIND. Transportation provided by the 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 GSA City Pair Program .
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(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)

Acronym	Meaning
	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 GSA City Pair Program .

APPENDIX B: CROSS-FUNCTIONAL TEAM –TRAVEL (CFT-T)

This appendix is intended to carry out the directions given by the Secretary of Defense concerning the establishment of a cross-functional team for the Defense travel enterprise.

Excerpt from the Deputy Secretary of Defense Memorandum of 2 June 2017, “Establishment of Cross-Functional Team to Improve Travel within the Department”:

“In accordance with the Secretary of Defense Memorandum, “Establishment of Cross-Functional Teams to Address Improved Mission Effectiveness and Efficiencies in the DoD,” dated February 17, 2017, I am directing the Deputy Chief Management Officer (DCMO), Undersecretary of Defense for Personnel and Readiness (USD(P&R)) and the Chief Information Officer (CIO) of the DoD to establish and lead a cross functional team to improve travel performance outcomes (CFT-Travel). The CFT-Travel is to streamline and optimize the processes, mechanisms, and approaches to execute Temporary Duty (TDY) travel for DoD civilian and military Service members. The DCMO, USD(P&R), and the DoD CIO will jointly lead a review of existing policy, service delivery approaches, and technology to modernize travel within the DoD. Additionally, this effort will leverage and utilize past Components’ recommendations on the Defense Travel System and identify potential areas of efficiency while preserving or improving overall mission performance outcomes.”

References:

1. [SecDef Memo of 17 February 2017](#), “Establishment of Cross-Functional Teams to Address Improved Mission Effectiveness and Efficiencies within DoD”
2. [DepSecDef Memo of 2 June 2017](#), “Establishment of Cross-Functional Team to Improve Travel within the Department”
3. [DoD Official Travel Guidance \(Cross Functional Team-Travel\)](#)

APPENDIX J: COST OF LIVING ALLOWANCE (COLA)**MEMBERS ONLY**

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See [Station Allowance Reporting Procedures and Responsibilities](#) for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

a. Is required at least once every three years but may be submitted more frequently (see [Station Allowance Reporting Procedures and Responsibilities](#));

b. Determines from where the service members purchase their goods/services, i.e.;

(1) Local market outlets (on the economy); and/or

(2) Commissary/exchange;

c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

a. Is required annually but may be submitted more frequently (see [Station Allowance Reporting Procedures and Responsibilities](#)),

b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are overall 10 percent more expensive than in CONUS. An index of 100 indicates that the overall cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. A member's COLA payment is determined using data from three individual sources/tables. The three tables include the [Annual Compensation Table](#), [Spendable Income Table](#), and the [COLA Index Table](#) in App J..

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a percentage of, and based on, their spendable incomes; COLA is not based on total income. Spendable income differs according to the member's:

1. Grade,
2. Years of service, and
3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,
2. Years of service,
3. Number of command-sponsored dependents,
4. [Annual compensation](#),
5. Average annual [spendable income](#), and
6. Member's PDS and [COLA index](#).

G. Computation Steps

Step 1: Determine the member's [annual compensation](#) based on grade, years of service, and dependency status.

Step 2: Determine the member's average annual [spendable income](#),

- a. In table matrix column one, locate the dollar range for the appropriate '[Annual Compensation](#)' amount as determined in Step 1 above,
- b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,
- c. This number is the member's 'average [annual spendable income](#)'.

Step 3: Determine the member's [COLA index](#) based on PDS.

Step 4: Subtract 100 from the prescribed [COLA index](#) and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual [spendable income](#) from Step 2 above by the percentage from Step 4 above. The result is the member's annual COLA. To determine the monthly allowance:

- a. Divide the annual COLA amount by 360 (days),
- b. Carry the result to 5 digits to the right of the decimal,
- c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and
- d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2011, a member in grade E-8 with 22 years of service is assigned to an OCONUS PDS. The prescribed [COLA index](#) for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

1. For an E-8 with 22 years of service, the [Annual Compensation Table](#) indicates the member's annual compensation is \$87,593.
2. The [Spensible Income Table](#) indicates the member's average annual spendable income is \$42,700 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$85,000-\$89,999 and four dependents).
3. The [COLA index](#) for member's PDS the [COLA Indexes Table](#) is 120.
4. 100 subtracted from the [COLA index](#) of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average [annual spendable income](#) (\$42,700) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of \$8,540 ($.20 \times \$42,700 = \$8,540$),
 - a. Divide \$8,540 by 360 (days) with 5 digits to the right of the decimal ($\$8,540/\text{annum}/360 \text{ days/annum} = \$23.72222/\text{day}$),
 - b. Multiply the result by the number of days for which the allowance is payable ($\$23.72222/\text{day} \times 31 \text{ days}/31\text{-day month} = \$735.38882/31\text{-day month}$),
 - c. Round to the nearest cent - \$735.39 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. For more currency adjustment information see [Station Allowance Reporting Procedures and Responsibilities](#). Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see App J.

J. COLA Unique Expenses

1. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never incurs. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary [COLA index](#) calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.
2. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JTR introduction) to PDTATAC. The Secretary concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved. Each individual mandatory and excessive expense must be:
 - a. Incurred by a clear majority of members assigned at a duty station, and
 - b. An item/expense that exceeds 1% of [Spensible Income](#) for the typical member, and
 - c. An item/expense that is not purchased or paid by CONUS-based members, and
 - d. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

e. Verified by a valid receipt, and

f. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

3. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized):

a. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

K. COLA Index Tables

1. General. For current geographic COLA information, and the following tables, please see the DTMO website at: <http://www.defensetravel.dod.mil/site/travelreg.cfm/>.

2. Table I - Annual Compensation for Members with and without Dependents. On the DTMO website, select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Pay Tables', 'paytablesYYYY.pdf'..

3. Table II - Average Annual Spendable Income. On the DTMO website select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Spendable Income Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf.

4. Table III - Cost-of-Living Allowance Indexes. On the DTMO website select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Indices', 'YYYY-COLA-Indexes.pdf'.

APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)**SERVICE MEMBERS ONLY**

A. General Information. For App K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the [DTMO website](#).

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the Service member's housing costs and includes the following three components:

- a. Rent,
- b. Utility/recurring maintenance expenses, [and DTMO website](#).
- c. Move in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

- a. The Service member's reported rental amount, up to the locality OHA rental allowance, plus
- b. The appropriate utility amount based on the Service member's status.

3. OHA Locality/Rate Tables. [OHA rates](#) are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the [DTMO website](#). The following information applies to all OHA tables:

- a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).
- b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
- c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
- d. Allowances for Service members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance. Maximum [OHA rental allowances](#) for each locality are based on reported actual rental cost data for Service members with dependents residing in private sector housing. See [DTMO website](#). The OHA program is designed to cover actual rental costs for 80% of the assigned Service members.

1. With Dependent. When computing allowable rent for a Service member with dependent, the amount is the lesser of the Service member's reported rent under par. 10022 and the maximum allowable rent for the Service member's grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the Service member's actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a Service member without dependent, the amount is the lesser of the Service member's reported rent under par. 10022 and 90% of the maximum allowable rent for the Service member's grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the Service member's actual rent. See par. F for calculation examples.

C. Utility/Recurring Maintenance Allowance Expense. The [utility/recurring maintenance allowance](http://www.defensetravel.dod.mil/site/oha.cfm) found in the OHA locality tables at <http://www.defensetravel.dod.mil/site/oha.cfm> is based on Service member reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. 10024.

D. Move In Housing Allowance (MIHA)/Miscellaneous. The **MIHA/Miscellaneous amount**, on the locality tables, is based on average Service member reported expenses. This allowance is determined using expenses Service members typically incur associated when moving into privately leased or owned dwellings. **MIHA/Miscellaneous** is paid in a lump sum when housing is first occupied. **Appendix K** includes a list of reportable move in expenses. **See par. 10026 for MIHA computation.**

E. Fixed Exchange Rates. When a Service member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the Service member's commanding officer, or designated representative, must enter the following statement in Part B Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to Service member." The Service member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a Service member's OHA.

1. Step 1. Determine the Service member's monthly rent from par. 10022.
2. Step 2. Using the appropriate locality table find the rental allowance for the Service member's specific locality code and grade. For a Service member without dependent, multiply the with dependent rate by 90%. If rent includes all utilities (block 7b checked on DD Form 2367), add the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes some but not all utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.
3. Step 3. Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. 10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).
 - a. Rent includes all utilities (block 7b checked on DD Form 2367): The Service member receives no separate utility/recurring maintenance allowance; however, this allowance is added to the rental allowance determined in Step 2.
 - b. Rent includes no utilities (block 7a checked on DD Form 2367): A Service member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A Service member without dependent (not a sharer) receives 75% of the with dependent utility/recurring maintenance allowance. A sharer (as defined by par. 10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.
 - c. Rent includes some utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., to determine the percentage of utility/recurring maintenance allowance payment. The amount the Service member does not receive is added to the maximum rental allowance determined in Step 2.
4. Step 4. Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is less than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is greater than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

G. Examples. The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

1. Example 1
 - a. Situation. A Service member in grade O-3, with dependent is stationed at a locality at which the

maximum rental allowance for the Service member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The Service member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The Service member's monthly rent is \$450, the locality climate code is 2 (moderate), and the Service member's utility point score is 5.

b. Computation

- (1) Step 1. The Service member's monthly rent is \$450.
- (2) Step 2. Determine the maximum rental allowance for the Service member from the [OHA locality table](http://www.defensetravel.dod.mil/site/oha.cfm) <http://www.defensetravel.dod.mil/site/oha.cfm>. For this example the rental allowance is \$425.
- (3) Step 3. Determine the Service member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology contained in par. 10024, the Service member has a utility point score 5 (the electricity (3 points) and the air conditioning (2 points)) are not provided by the landlord). Therefore, the Service member receives the full utility/recurring maintenance allowance of \$120.
- (4) Step 4. Find the Service member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the Service member has a reimbursable rent related expense equal to one month's rent (\$450, see Step 1 above). The Service member provided the rental agent's bill for one month's rent to the local finance office. The Service member is directly reimbursed for this expense.
- (5) Step 5. Compare the Service member's rent of \$450 (from Step 1) to Service member's maximum rental allowance of \$425 (from Step 2). In this example since the Service member's rent exceeds the rent allowance, use the \$425 as the Service member's maximum rental allowance.
- (6) Step 6. Add the Service member's maximum rental allowance of \$425 (from Step 5) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545. The Service member's monthly OHA is \$545. Additionally, the Service member receives a one-time payment of \$960 under MIHA (from Step 4).

2. Example 2

a. Situation. Three enlisted Service members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted Service members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the Service members' utility point score is 8.

b. Computation

- (1) Step 1. Determine each sharer's (Service member's) rent. IAW par. 10000-A there are four sharers, therefore each Service member's rent is \$450 ($\$1,800 \div 4 = \450).
- (2) Step 2. Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance for a Service member with dependent is \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a Service member without dependent may receive up to 90% of the with dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are \$675 ($\$750 \times .90 = \675); \$599 ($\$665 \times .90 = \599); and \$450 ($\$500 \times .90 = \450).
- (3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the Service members' total utility point score is 8, each Service member is

authorized the full utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (Service member's) utility/recurring maintenance allowance portion is \$40 ($\$160 \div 4 = \40)

(4) Step 4. Each Service member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

(5) Step 5. Compare each Service member's rent of \$450 (from Step 1) to each Service member's maximum rental allowance, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed the allowance, for each Service member the rental amount used to compute OHA is \$450.

(6) Step 6. To each Service member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each Service member, the total amount is \$490 ($\$450 + \$40 = \490). Each Service member's monthly OHA is \$490. Additionally, each sharer (Service member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

3. Example 3

a. Situation A Service member in grade O-4 is married to a Service member in grade O-2; the Service member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both Service members is \$1,100. The maximum rental allowance for an O-4 is \$600, and for an O-2 is \$500. The utility/recurring maintenance allowance is \$180 (both Service members assigned to the same locality); the locality climate code is 1 (cold); and the Service members' utility point score is 7. Additionally, each Service member is authorized a MIHA/Miscellaneous allowance.

b. Computation

(1) Step 1. Determine each Service member's monthly rent. IAW par. 10000-A each Service member is considered a sharer and each (sharer's) Service member's rent is \$550 ($\$1,100 \div 2 = \550).

(2) Step 2. Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the Service member in grade O-4, and \$450 for the Service member in grade O-2 - 90% of the with dependent allowance of \$500 ($\$500 \times .90 = \450).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the Service members' total utility point score is 7, each Service member is authorized the full utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (Service member's) portion of the utility/recurring maintenance allowance is \$90 ($\$180 \div 2 = \90).

(4) Step 4. Compare each Service member's rent of \$550 (from Step 1) to each Service member's maximum rental allowance of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the Service member in grade O-4 and \$450 for the Service member in grade O-2.

(5) Step 5. Add the utility/recurring maintenance allowance (from Step 3) to each Service member's rental amount (from Step 4). For grade O-4 the total is \$640 ($\$550 + \$90 = \640) and for grade O-2 the total is \$540 ($\$450 + \$90 = \540). The monthly OHA allowance for the Service member in grade O-4 is \$640 and for the Service member in grade O-2 is \$540.

4. Example 4

a. Situation. A Service member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. 10000-A. The Service member is authorized a Family Separation Housing (FHS-O) Allowance under par. 10414. The amount of FSH-O is the same as a Service member without dependent receives as OHA under the same conditions. The maximum rental allowance for the Service

member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the Service member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the Service member is \$600. The locality climate code is 2 (moderate) and the Service member's utility point score is 2.

b. Computation

(1) Step 1. The Service member's rent is \$600.

(2) Step 2. Determine the maximum rental allowance for the Service member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied Service member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of \$653 ($\$725 \times .90 = \653).

(3) Step 3. Determine the Service member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the Service member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or \$120 ($\$160 \times .75 = \120). The Service member's utility point score is 2; therefore, the Service member is authorized 25% of \$120, or \$30 ($\$120 \times .25 = \30). The utility/recurring maintenance allowance remainder (\$90) is added to the Service member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ($\$653 + \$90 = \743).

(4) Step 4. Determine the Service member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the Service member has a rent related expense of \$1,200 equivalent to two months of rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the Service member is reimbursable under MIHA/Rent. The total amount Service member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ($\$625 + \$600 = \$1,225$).

(5) Step 5. Compare the Service member's rent of \$600 (from Step 1) to Service member's derived maximum rental allowance of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the Service member.

(6) Step 6. Add the Service member's rental amount of \$600 (from Step 5) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ($\$600 + \$30 = \630). The Service member's monthly OHA allowance is \$630. Additionally, the Service member is authorized a one-time MIHA payment of \$1,225 (from Step 4).

H. OHA and Living Quarters Allowance (LQA) Paid Concurrently. See par. 10036.

I. Briefing Sheet

1. OHA Overview

a. The OHA program provides you and other uniformed service Service members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. 10020-A. You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. 10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

- b. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one-time Move-in housing allowance.

OHA is updated based on Service member-reported cost data. Review may result in an allowance increase/decrease, resulting in an [OHA payment](#) adjustment. OHA locality tables with current rate information are on the DTMO website at <http://www.defensetravel.dod.mil/site/oha.cfm>

2 Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. 10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease, you also must complete DD Form 2556 (Move-In Housing Allowance Claim). These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.

3. Rental Allowances

- a. The maximum rental allowance shown in the locality tables are for Service members with dependents. The maximum rental allowance for a Service member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of Service members with dependents assigned to a specific area.
- b. Unless you (the Service member) are a sharer as defined in par. 10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:
- (1) A spouse or dependent that is either a Service member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
 - (2) Another Service member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
 - (3) Any other person, excluding the Service member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.
- c. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.
- d. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. 10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.
- e. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to Service member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

4. Utility/Recurring Maintenance Allowances

- a. The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied Service members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75

percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

b. If your rent includes all utilities, you do not receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is added to your rental allowance. If your rent includes some utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

5. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of four components:

a. MIHA/Miscellaneous is a fixed-rate, one-time payment that reflects average expenditures made by Service members to make their housing habitable.

b. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. Homeowners are not authorized to receive this MIHA component.

c. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a Service member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. See [Move in Housing Allowances \(MIHA\)](#), on the DTMO website, for qualifying locations.

d. MIHA/Infectious Disease is an actual expense component that covers infectious disease prevention-related upgrades to the physical dwelling (i.e., window or door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos). See [Move in Housing Allowances \(MIHA\)](#), on the DTMO website, for qualifying locations.

6. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. 10028.

Note: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of Service members keeping their DD Forms 2367 current.

J. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans

Table I - Reportable MIHA Miscellaneous Expense Items	
12.	Screening
13.	Transformers and voltage regulators
14.	Commodos and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation, if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs.
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

K. Rental Advance Protection

Table I - Countries Currently Authorized OHA Rental Advances	
Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Jordan	16 September 2005
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998
Vietnam	1 November 2006

Table II - Countries Previously Authorized OHA Rental Advances		
Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected Service members either PCS or change quarters.

L. OHA Unique Expenses

1. Purpose. In some OCONUS areas, a Service member and/or dependent incurs significant mandatory and excessive housing expenses for items that a CONUS based Service member never incurs. Since the expenses are not incurred by every Service member, not incurred monthly, vary in amount and are significant they cannot be made a part of the average utility/recurring maintenance allowance calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

2. Criteria. A mandatory and excessive housing expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below may be authorized as an OHA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual Service members for OHA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading “Feedback Reporting” in the JTR introduction) to PDTATAC. The Secretary concerned or Secretarial Process, at Service discretion, may reimburse OHA Unique Expenses for the locations and specific expenses cited in par. 3 of this Part with no further PDTATAC action required. Each individual mandatory and excessive expense must be:

- a. Incurred by Service members receiving OHA at a duty station, and
- b. An item/expense that exceeds 1% of Spendable Income for the typical Service member, and
- c. An item/expense that is not purchased or paid by CONUS based Service members, and
- d. Required by law, and
- e. Specifically authorized by PDTATAC for reimbursement as listed in par. 3 below, and
- f. Verified by a valid receipt, and
- g. Paid on or after the effective date in par. 3 below. No expenses paid before the effective date can be reimbursed.

3. Authorized Locations. Locations authorized an OHA unique expense reimbursement (no other locations or expenses are authorized):

Location	R
France	M
Denmark	M