

# JOINT TRAVEL REGULATIONS

## UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

JUNE 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 034-18 (E) -- Government Quarters Non-Availability Certification During Permanent Change of Station**. Requires a non-availability confirmation number and no longer allows a traveler to certify a date, phone number and person contacted that Government quarters are not available. This is based on guidance in a USD P&R memo, Maximum Use of DoD Lodging Facilities on DoD Installations. Affects par. 050601.

**MAP/CAP 032-18 (E) -- Maximizing Use of Government Quarters During TDY**. Requires a non-availability confirmation number and no longer allows a traveler to certify a date, phone number and person contacted that Government quarters are not available. This is based guidance in a USD P&R memo, Maximum Use of DoD Lodging Facilities on DoD Installations. Affects par. 020303-F.

**MAP/CAP 038-18(I) -- Secretarial Process for Designated Place in Connection with Evacuation**. Reinstates wording in Table 6-6, Rule 3a, that states transportation to a designated place may be authorized through the Secretarial Process.

**MAP/CAP 039-18(I) -- Medical Specialty Care Travel of More Than 100 Miles**. Reinserts the language “authorized travel under par. 033101” after “does not apply to a dependent OCONUS” that was in the old par. 7095. This prevents exempting certain dependents allowed medical travel under this paragraph before the rewrite. Affects par. 033007.

**MAP/CAP 041-18(I) -- Change “Common Carrier” to “Commercial Transportation Provider” in par. 032008-B2**. Corrects terminology in par. 032008-B2.

**MAP/CAP 043-18(I) -- Miscellaneous In-House Revisions Effective 1 June 2018**. Updates and corrects miscellaneous minor errors that have no impact on regulatory rules and regulations in the JTR. Affects JTR Introduction; and pars. 010204, 020206, 020206-H2, 020206-J5a, Table 2-3, 020206-M1a, 020206-M3, 0305, and 054910.

**MAP/CAP 044-18(I) -- Add Physical Exam for Passport-VISA to Table 2-24**. Adds physical exam for passport-VISA to Table 2-24. This information was erroneously omitted in the JTR rewrite.

# INTRODUCTION

## AUTHORITY, APPLICABILITY, AND ADMINISTRATION OF THE JTR

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

<b>JTR Applicability</b>		
<b>1</b>	<b>The JTR Applies to:</b>	<ul style="list-style-type: none"> <li>a. Uniformed Service* Active and Reserve Component members and their dependents.</li> <li>b. DoD civilian employees and their dependents.</li> <li>c. Authorized travelers who use appropriated DoD funding, including new DoD Senior Executive Service appointees and certain Presidential appointees.</li> <li>d. DoD personal services contract employees.</li> </ul>
<b>2</b>	<b>The JTR Does Not Apply to:</b>	<ul style="list-style-type: none"> <li>a. Contractor employees under a DoD contract for anything other than personal services.</li> <li>b. DoD employees appointed under <a href="#">22 U.S.C. 2385(d)</a>.</li> <li>c. DoD civilian employees performing official assignments funded by a non- DoD Agency who are subject to that Agency's travel and transportation policies.</li> <li>d. Government employees whose salaries are paid with non-appropriated funds (NAF) traveling on NAF business.</li> <li>e. Foreign personnel traveling under Security Assistance Management Manual authority.</li> </ul>
<p>*The Uniformed Services are the U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), National Oceanic and Atmospheric Administration (NOAA), and U.S. Public Health Service (USPHS).</p>		

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

## RESPONSIBILITY FOR THE JTR

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

Each Uniformed Service has a representative on the Military Advisory Panel (MAP) and the Civilian Advisory Panel (CAP). The MAP consists of a representative from each of the Uniformed Services. The CAP consists of a civilian representative from each of the Military Services and the OSD Washington

Headquarters Services. The MAP and CAP members report to senior leaders of the Uniformed Services, who serve as members of the PDTATAC.

## EFFECTIVE DATE OF REGULATION CHANGES

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

## INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

DoD certifying officer or disbursing officer may request an advance decision, in accordance with [DoD 7000.14-R, Vol. 9](#) (DoDFMR, [Travel Policy](#)) on a claim whose validity or amount is questionable. An Accountable Officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC. A traveler who disagrees with a decision by a certifying officer may submit an appeal or reclaim in accordance with [DoD 7000.14-R, Vol. 9](#) (DoDFMR, [Travel Policy](#)).

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

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

## QUESTIONS, SUGGESTIONS, OR RECOMMENDATIONS

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

## SERVICE OR DOD AGENCY REGULATION REVIEW PROCESS

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

# CHAPTER 1: GENERAL POLICY

## 0101 BASIC TRAVEL RULES

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

### 010101. Travel Categories

The categories of travel addressed in the JTR are:

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

### 010102. Guiding Principle

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

### 010103. Traveler Responsibilities

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

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

C. Ethics Regulations and Rules. The traveler must comply with Federal ethics laws, [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.

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

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.

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.

<b>Table 1-2. Travel Status Start and End Locations for a Traveler Other Than Aircrew Member or Courier</b>				
<b>Travel Status Start Locations</b>				
<b>When a Service member departs from...</b>	<b>And proceeds to ...</b>	<b>And then to...</b>	<b>Travel Status starts when the Service member departs from...</b>	
1	home,	a. the terminal,	b. N/A	c. home.*
2	home,	a. the office, and performs duty there,**	b. the terminal.	c. the office, even though the terminal is at the PDS.***
3			b. another duty or departure point within the PDS before going to the terminal,***	c. another duty or departure point within the PDS. A terminal is never “another departure point”.
<b>Travel Status End Locations</b>				
<b>When a Service member returns to the...</b>	<b>And proceeds to...</b>	<b>And then to...</b>	<b>Travel Status ends when the Service member returns to ...</b>	
4	terminal,	a. home,	b. N/A	c. home.*
5	terminal,	a. the office, and performs duty there,	b. home,	c. the office.
6		a. another duty or arrival point within the PDS (a terminal is never “another arrival point”).		c. another 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.

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

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

A traveler is required to use the GTCC to obtain travel advances and to pay for all official travel expenses. A traveler may be exempted from this requirement under certain circumstances. See [DoD 7000.14-R, Vol. 9 \(DoDFMR, Travel Policy\)](#) 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, Vol. 3](#) (DTS). The TMC processes reservations made in the DTS. The [Defense Table of Official Distances](#) programmed in the DTS on the date the voucher is approved for payment is used to calculate the official mileage.

## 010206. Travel Authorizations and Orders

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

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

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

Table 1-6. Time Limits for Travel Orders		
1	TDY Orders (Other Than Training)	A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.*
2	TDY Orders for Training	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.

Table 1-6. Time Limits for Travel Orders		
3	PCS Orders	<p>a. 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 <a href="#">45 Comp. Gen. 589 (1966)</a>).</p> <p>b. Civilian PCS orders are valid for 1 year from the civilian employee's transfer or appointment date. See par. 053712 for exceptions.</p>
*Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.		

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

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

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days		
1	All Service Members Other Than Army	<p>a. Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the Combatant Commander (CCDR) or Deputy CCDR.</p> <p>b. No further delegation is authorized.</p>
2	Army Service Members	<p>a. Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR.</p> <p>b. 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.</p> <p>c. 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.</p>
3	Civilian Employees	<p>a. 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.</p> <p>b. This authority can only be delegated as stated for Service or DoD Agency Headquarters.</p>

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. [DoD 7000.14-R, Vol. 9](#) (DoDFMR, Travel Policy) dated June 2015, and [DoDI 5154.31, Vol. 3](#) (DTS), 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.

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

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### 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.

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

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## 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).

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

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### **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.

<b>Table 2-1. En route and TDY Point Rest Stops</b>		
<b>Rest Stops at the TDY Point</b>		
1	Authorized	<ul style="list-style-type: none"> <li>a. When the circumstances warrant, and must not be automatic.</li> <li>b. When the AO considers each case individually, considering both funding and mission needs.</li> <li>c. When the traveler is required to travel overnight (2400-0600) and the transportation mode does not provide adequate sleeping accommodations.</li> <li>d. When the scheduled flight exceeds 14 hours and travel is to or from a location OCONUS unless the traveler is required to travel overnight.</li> </ul>
2	Not Authorized	<ul style="list-style-type: none"> <li>a. When the traveler is authorized first or business class travel.</li> <li>b. When the traveler is provided a rest stop en route instead.</li> </ul>
<b>Rest Stops En Route</b>		
3	Authorized	<ul style="list-style-type: none"> <li>a. To allow the traveler to start at, near, or after the end of the traveler's regularly scheduled duty hours.</li> <li>b. During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations.</li> <li>c. At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits.</li> <li>d. For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.</li> <li>e. At a location en route at which the carrier permits free stopovers.</li> <li>f. When the origin or destination location is OCONUS and travel is by a usually traveled route.</li> <li>g. 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.*</li> <li>h. 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.</li> </ul>
4	Not Authorized	<ul style="list-style-type: none"> <li>a. 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&amp;R), Funded Environmental Morale Leave (FEMLE), and personnel evacuations.</li> <li>b. For personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time.</li> <li>c. When a traveler takes leave at a stopover location.</li> <li>d. For a traveler authorized first or business class accommodations.</li> <li>e. When the flight lasts 14 or fewer hours.</li> <li>f. When travel is within the CONUS.</li> <li>g. When the traveler is provided a rest period at the TDY point before reporting for duty.</li> </ul>
<p>*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.</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. In accordance with [DoDI 4500.57](#), "Transportation and Traffic Management," 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. 054802.
- 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.

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

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### 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 [DoD 7000.14-R, Vol. 9 \(DoDFMR, Travel Policy\)](#) 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 4500.9-R, Part 1 \(DTR, Passenger Movement\)](#)) 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 [FTR §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.

<b>Table 2-3. Rules for U.S. Flag Carriers</b>	
<b>If...</b>	<b>Then...</b>
<b>U.S. Flag Air Carrier</b>	
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 ( <a href="#">GSBCA 16632-RELO, July 15, 2005</a> ).
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: <ol style="list-style-type: none"> <li>a. Increase the number of foreign location aircraft changes made by two or more.</li> <li>b. Extend travel time by 6 or more hours.</li> <li>c. Require a connect time of 4 or more hours at a foreign interchange point.</li> </ol>
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

Table 2-3. Rules for U.S. Flag Carriers			
	If...	Then...	
		without delaying the travel, the traveler should select a U.S. flag air carrier. ( <a href="#">59 Comp. Gen. 223 (1980)</a> ).	
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: <ol style="list-style-type: none"> <li>A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits),</li> <li>An international agency,</li> <li>Another organization,</li> </ol>		
12	transportation is paid by a non-Federal source, in accordance with the JTR; <a href="#">DoD 5500.07-R (Joint Ethics Regulation)</a> ; or Service regulations for non-DoD Services,		
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 <a href="#">Fly America Act</a> ,		
17	a traveler's safety is at risk, such as a terrorist threat against the traveler		the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.
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,		a non-U.S. flag air carrier can be used, if it reduces the delay ( <a href="#">56 Comp. Gen. 216 (1977)</a> ).
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 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. ( <a href="#">B-190575, May 1, 1978</a> ).	
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.	

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

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:
- The cost difference between economy or coach class and the upgraded ticket. See the [DTMO website](#) for [decision support tools](#) regarding premium class travel.
  - The paragraph number in the JTR for the conditions that justify the change in class of service.
  - 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.

<b>Table 2-4. Travelers Changing Class of Service</b>		
<b>If...</b>	<b>Then...</b>	
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:
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 be scheduled en route or at the TDY site before starting	<ol style="list-style-type: none"> <li>When the TDY travel was identified.</li> <li>When travel reservations were made.</li> <li>The cost difference between economy or coach transportation and the business-class or first-class transportation selected.</li> </ol>

Table 2-4. Travelers Changing Class of Service		
	If...	Then...
	work,	
12	the following personnel are required for the mission: a. Federal advisory committee members; b. Special high-level invited guests; and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.
13	a non-Federal source pays for business-class transportation in advance,	the travel authorization must state that the transportation has been paid by a non-Federal source. See <a href="#">DoD 5500.07-R (Joint Ethics Regulation)</a> and Service issuances.
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,	a cost comparison must be stated on the travel authorization.
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,	the traveler is authorized business- or first-class transportation.
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,	business class is not allowed.

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

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

Table 2-5. Other than Economy or Coach Class Authority			
Agencies		First Class	Business Class
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.*	
*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		
1	Leave Travel	a. Emergency leave b. R&R c. FEML d. Emergency visitation travel
2	Evacuations	a. Personnel evacuations b. Family visitation travel
3	Permanent Travel	a. PCS b. COT c. 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](#); [DoD 4500.9-R, Part 1 \(DTR, Part 1\)](#); the [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](#).

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.

a. 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.

b. When a City Pair Program Fare is not available, the traveler should use the lowest cost coach-class fare that meets mission requirements

c. 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.

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**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.

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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 [DoD 7000.14-R, Vol. 9 \(DoDFMR, Vol. 9\)](#).

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.
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 <a href="#">Fly America Act</a> .

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.

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**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.

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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.

<b>Table 2-8. Rental Vehicle Expenses</b>		
<b>If...</b>	<b>Then...</b>	
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 <a href="#">U.S. Government Rental Car Agreement</a> , 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

Table 2-8. Rental Vehicle Expenses	
If...	Then...
	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.
10	non-standard equipment, such as snow tires, is necessary,
11	the AO determines that use of a one-way rental is advantageous to the Government,
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,
14	a traveler incurs gas or oil expenses,
15	the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,
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.

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**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.

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**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](#)).

<b>Table 2-9. General Rules when Using a POV</b>	
<b>If...</b>	<b>Then...</b>
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.

<b>Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles</b>	
<b>If...</b>	<b>Then...</b>
1 the official distance between authorized locations (as determined by the <a href="#">DTOD</a> 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 <a href="#">DTOD</a> distance between official points. No cost comparison is required.
2 the official distance between authorized locations (as determined by the <a href="#">DTOD</a> ) 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.

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

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**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.

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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.

<b>Table 2-11. Cost Comparison Rules for Using a POV</b>	
<b>If...</b>	<b>Then...</b>
<b>Vehicle v. Rental Car</b>	
1	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
2	
<b>Vehicle v. Bus</b>	
3	neither air nor rail transportation is provided, mileage reimbursement is limited to what bus transportation would have cost.
<b>Vehicle v. Commercial Airplane</b>	
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 <a href="#">GSA City Pair Program</a> , a -CA <a href="#">GSA City Pair Program</a> 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 <a href="#">GSA City Pair Program</a> 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.
<b>Vehicle v. Train</b>	
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, the constructed cost comparison also may be made with rail transportation, including related per diem.

	provided between the city and airport,	
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.
<b>Aero Club Aircraft v. Commercial Air</b>		
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.

<b>Table 2-12. Mixed-Mode Allowances and Reimbursements</b>			
		<b>If...</b>	<b>Then...</b>
1	Allowances	an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,	the allowances are a combination of the following: a. TDY mileage for the distance traveled by POV. b. The airplane, train, bus, or rental car transportation cost. c. 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.
2	Determining Reimbursement	POV use is more advantageous to the Government,	reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.
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.

	<b>If...</b>	<b>Then...</b>
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 053807 (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.

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**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.

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

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### 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.

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**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.

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#### B. Booking Government Quarters and Government Lodging

1. A DoD Service member ordered to a U.S. installation must use adequate and available Government quarters. When ordered to an ILPP site where adequate Government quarters are not available, a DoD Service member must use other lodging available under the Government Lodging Program.
2. A civilian employee ordered to a U.S. installation must use adequate and available Government quarters at designated ILPP sites as listed on the DTMO website. When ordered to an ILPP installation where adequate Government quarters are not available, a civilian employee must use other lodging available under the Government Lodging Program. When ordered to a U.S. installation that is not part of the ILPP site a civilian employee is encouraged, but not required, to use available Government quarters. In no instance may a civilian employee be required to use inadequate lodging.

3. 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.

**Note:** The electronic travel system is used as the primary source to reserve Government quarters and Government Lodging Programs. If the authorization is done outside the electronic travel system, then reservations must be made through [www.dodlodging.net](http://www.dodlodging.net) or by contacting the Government quarters facility directly. The ILPP does not apply to the U.S. Coast Guard (USCG), National Oceanographic and Atmospheric Association (NOAA), or U.S. Public Health Service (USPHS) personnel.

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.

	<b>If...</b>	<b>Then...</b>
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 ( <a href="#">44 Comp. Gen. 626 (1965)</a> ).
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 commercial 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 required to obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. When Government quarters are not available at an ILPP site, a civilian employee is required to obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem.

<b>If...</b>		<b>Then...</b>
1	a traveler does not use the available ILPP lodging at the ILPP site,	the traveler is limited to what the Government would have paid (the total of the ILPP negotiated lodging rate plus taxes, unless the traveler is tax exempt) and he or she is financially responsible for all other costs associated with other than ILPP site use.
2	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.
3	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.
4	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.*
5	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

Table 2-15. Lodging Reimbursement Rules		
	If...	Then...
		are reasonable.
6	a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).
7	a traveler is en route or arrives at the TDY or stopover location after midnight,	the traveler is allowed per diem as if arrival took place on the preceding day.
8	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.
9	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.
10	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.
11	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"> <li>a. Parking fees.</li> <li>b. Utility connection, use, and disconnection fees.</li> <li>c. Electricity, gas, water, sewage, bath, and shower fees.</li> <li>d. Dumping fees.</li> </ul>
12	a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
13	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.
14	no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.
*For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.		

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (see [computation example](#)). Expense items that do not accrue

on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.
2. Dumping.
3. Showers.
4. Cleaning or maid fees.
5. Cable TV.
6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.
7. Monthly local telephone use. Monthly fees does not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.
8. Parking space when RV is used.
9. Appropriate and necessary furniture rental.
10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.
11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an “option-to-buy” plan is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental ([CBCA 1961-TRAV, July 20, 2010](#)). A traveler cannot be reimbursed for shipment or purchase of furniture ([GSBCA 16699-TRAV, August 17, 2005](#)).

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

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<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
	<b>If...</b>	<b>Then...</b>
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	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,

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging		
	If...	Then...
	calendar day,	after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See <a href="#">computation example</a> .
5	the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
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	
1	Locality Meal Rate	Is based on the traveler's TDY location or stopover point, and applies when the traveler must purchase all meals commercially.
2	Proportional Meal Rate (PMR)	Applies when either of the following occur: <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&amp;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&amp;IE rate.</li> <li>The PMR does not apply when the traveler is traveling.</li> </ol>
3	Standard Government Meal Rate (GMR)	<ol style="list-style-type: none"> <li>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.</li> <li>The GMR does not apply when the Service member is traveling.</li> <li>The GMR must be directed in the travel authorization.</li> </ol>
4	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.
5	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	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

Table 2-18. Deductible and Non-Deductible Meals		
	Deductible Meal	Non-Deductible Meal
	authorization directs the meal for a Service member or indicates the facility providing the meal is available for a civilian employee.	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 to the traveler.	Furnished on a commercial or military aircraft.
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 the 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.

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**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.

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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.

<b>If...</b>		<b>Then...</b>
1	traveling with a dignitary and 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 and it is during a special function or event, such as the following: <ul style="list-style-type: none"> <li>a. A missile launch,</li> <li>b. A summit meeting,</li> <li>c. A sports competition,</li> <li>d. The World's Fair,</li> <li>e. A convention,</li> <li>f. National or natural disaster, and its aftermath,</li> </ul>	
3	affordable lodging is not available within reasonable commuting distance of the TDY point and 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 and 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 and the traveler is at one location for 31 consecutive days or more,	
		AEA cannot be authorized or approved, except when the TDY is to a presidentially declared disaster or pandemic area.

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

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

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

re-delegated.

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

E. AEA Authorized for Lodging Only

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

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

F. AEA Authorized for Lodging and M&IE

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

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

3. See [computation example](#).

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

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

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

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

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

1. Included in a registration fee.

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

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

## 020308. Reduced Per Diem

An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging- or meal-cost reductions in effect due to prearrangements, special discounts, or

other reasons. The AO must request and authorize reduced per diem before travel.

#### A. Authority to Reduce Per Diem

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

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

#### B. Requests for Reduced Per Diem

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

2. Submit requests for reduced per diem through the appropriate authority on the [DTMO website](#). Requests must include the current lodging and meal costs, the traveler's name, travel dates, the TDY location, the point of contact's name and phone number for the request, and the recommended reduced per diem rate.

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

### 020309. Trip Length As It Affects Per Diem

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

Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*				
When Travel is...		For the...	The Per Diem Rate is Based on...	Computation
1	12 hours or less,	Not applicable.		Per diem is not authorized.
2	more than 12 hours but less than 24 hours and no lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
3	more than 12 hours but less than 24 hours and lodging is required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
4	24 hours or more and no lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	a. 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for

Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*			
When Travel is...	For the...	The Per Diem Rate is Based on...	Computation
			the subsequent days of travel.
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	c. 100% of the applicable M&IE rate for the day of departure from the TDY location. d. 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,	the TDY or stopover point where lodging is procured.	a. Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. b. 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.

<b>Table 2-21. Flat-Rate Per Diem Rules for TDY Travel</b>		
<b>If...</b>		
<b>Then...</b>		
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.
<b>The above rules apply unless...</b>		<b>Then...</b>
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 per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
14	a traveler is assigned additional TDY travel to	the flat-rate per diem will apply to the second TDY,

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel		
	another location for more than 30 days,	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>*Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&amp;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.</p> <p>**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&amp;IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the <a href="#">GTCC</a>, 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&amp;IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.</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.

<b>Table 2-22. Locations Exempt from M&amp;IE Portion of Flat-Rate Per Diem</b>		
<b>Location</b>	<b>Effective Date</b>	<b>Recertification Date</b>
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.

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

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

1. No per diem or AEA is payable while at the PDS.
2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, *or* what it would have cost had the traveler remained at the TDY location.

3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.
4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.
5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

### **020313. Tax Impact of TDY Travel on a Civilian Employee**

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

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

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

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

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

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

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

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

Table 2-23. IDL Impact on Per Diem	
If...	Then...
1 crossing the IDL while traveling from West to East,	the traveler gains one day of per diem. See <a href="#">computation example 1</a> and <a href="#">computation example 2</a> .
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**

<b>Table 2-24. Miscellaneous Expenses Not Listed Elsewhere</b>	
1	Late payment fee on the <a href="#">Government Travel Charge Card</a> (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 <a href="#">DoDI 5154.31, Vol. 4</a> ).
2	Expedited delivery charges for the <a href="#">GTCC</a> (when authorized or approved by the the AO).
3	An international transaction fee of up to 1% for qualifying transactions charged by the <a href="#">GTCC provider</a> , 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 <a href="#">GTCC</a> , 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 <a href="#">GTCC</a> 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); and required physical examinations when not available at a Government medical facility (effective May 1, 2017). 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 <a href="#">DoD Foreign Clearance Guide</a> 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"> <li>a. Transportation cost of a military working dog, with the handler in the cabin, or as cargo; whether included in the handler's fare or when billed separately.</li> <li>b. Kennel-handling fees at the air terminal for military working dogs.</li> <li>c. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog.</li> <li>d. Cleaning fees for a rental vehicle when transporting a military working dog.</li> </ul>
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

<b>Table 2-24. Miscellaneous Expenses Not Listed Elsewhere</b>	
	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.

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

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**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.

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### 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.

### 020503. NTS by a Service Member

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

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 0518-B.

Table 2-26. NTS While on a TDY		
	If the TDY is...	Then the last day of storage is...
1	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	an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
3	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	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.

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**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.

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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.

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

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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	
1	<p>Authorized</p> <p>a. 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 (<a href="#">B-161267, August 30, 1967</a>).</p> <p>b. For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see <a href="#">DoDFMR Vol. 7A</a>, Military Pay Policy-Active Duty and Reserve Pay).</p>
2	<p>Not Authorized</p> <p>a. For a Service member who travels or has a TDY within the PDS limits.</p> <p>b. 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 (<a href="#">CBCA 1795-TRAV, March 12, 2010</a>, <a href="#">B-318229, December 22, 2009</a>).</p> <p>c. 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.</p> <p>d. For a Service member hospitalized at the PDS.</p>

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.

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**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](#).

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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"> <li>a. Primary residence.</li> <li>b. Place of assigned unit.</li> <li>c. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.</li> </ul>
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) should be issued judiciously to ensure prudent use of Government funds ([see Appendix A](#)). 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.

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

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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. 054801. 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.

<b>Table 3-2. Witness Travel</b>					
		<b>Witness for the United States (other than as a defendant)</b>		<b>Witness on behalf of the U.S. for local, state, territory, or D.C. 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</b>	<b>Witness subpoenaed for a Congressional committee, a private individual, or a corporation</b>
		<b>in a case not involving a Service</b>	<b>in a case involving a Service</b>		
<b>Active-Duty Service Members</b>					
1	Allowance	Only those prescribed by the U.S. Attorney General.	Travel and transportation allowances in Chapter 2.	Travel and transportation allowances in Chapter 2.	No allowance.
2	Payment contact	Department of Justice (DoJ).	AO.	AO.	Individual or agency requesting testimony.
<b>Civilian Employee</b>					

		<b>Witness for the United States in a case involving his or her employing activity</b>	<b>Witness in a case not involving his or her employing activity</b>	<b>Witness in an official capacity for a non-Government entity</b>
3	Allowance	Travel and transportation allowances in Chapter 2.	Travel and transportation allowances in Chapter 2.	Travel and transportation allowances in Chapter 2.
4	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.

<b>Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim</b>		
<b>If the Attendant or Escort is...</b>		
<b>Then the Allowances are...</b>		
1	a Service member or a civilian employee,	the travel and transportation allowances 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 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 Military Justice Proceedings**

A. Eligibility. A Service member who is not in confinement and required to travel away from the PDS area to attend their own hearing(s) for a courts martial and associated military justice proceedings is eligible for travel and transportation allowances.

B. Allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense. As with all Service members, Government quarters and dining facilities should be directed and used if available. An accused Service member is authorized the standard travel and transportation allowances as specified in Chapter 2.

### **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.

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

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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		
1	Conditions	<ol style="list-style-type: none"> <li>a. Travel by aircraft for any distance when required as part of the assignment conditions.</li> <li>b. Be aboard an aircraft to make repairs or observe aircraft performance.</li> <li>c. Use air travel for expeditious duty performance in different geographical locations.</li> <li>d. Be aboard any type of Government aircraft on a scheduled or nonscheduled flight.</li> </ol>
2	Mission-Driven Transportation	<ol style="list-style-type: none"> <li>a. 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.</li> <li>b. A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type</li> <li>c. Government aircraft operated on scheduled or semi-scheduled flights.</li> <li>d. A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.</li> </ol>

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.

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**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.

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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."

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**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.

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## 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.

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

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## **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 **commercial transportation provider** for the least expensive and unrestricted economy or coach transportation.

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

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## CHAPTER 3: TDY TRAVEL

### PART D: MEDICAL TRAVEL

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

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#### 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

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**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.

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- 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.

<b>Table 3-17. Calculating Excess Transportation Costs</b>		
<b>Type of Excess Cost</b>		<b>Calculation</b>
1	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.
2	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

Table 3-17. Calculating Excess Transportation Costs	
Type of Excess Cost	Calculation
	time spent traveling between those two places.
3	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) authorized travel under par. 033101 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.

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

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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.

<b>Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS</b>		
<b>Type of Care</b>		<b>Parameters</b>
1	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.
2	Orthodontic Dental	Orthodontic care is treatment required for proper occlusion.
3	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.

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

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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.

<b>Table 3-19. Service Members Authorized Visits from Designated Individuals</b>		
<b>Eligible Service Member</b>		
<b>Eligibility Criteria to Receive Designated Individuals</b>		
1	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.
2	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.
3	RC Member Entitled to Disability Pay and Allowances ( <a href="#">37 U.S.C. § 204(g)</a> )	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.
4	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.

# CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

## PART A: STANDARD PERMANENT CHANGE OF STATION ALLOWANCES (SERVICE MEMBERS)

### 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.

<b>Table 5-1. Use of More than One POV</b>		
	<b>If...</b>	<b>Then...</b>
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.
<b>Examples of When More Than Two POVs Are Routinely Authorized or Approved</b>		
6	The number of family members, including their luggage, cannot be transported in two vehicles.	
7	A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the Service member or dependent.	
8	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.	
9	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.	
10	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.

<b>Table 5-2. Authorized Travel Time Rules</b>	
<b>If...</b>	<b>Then...</b>
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 tour OCONUS,	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

Table 5-2. Authorized Travel Time Rules	
If...	Then...
	by Government-procured transportation: a. The return trip after escorting the dependent from the old PDS to the designated place. b. 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.
<a href="#">Computation Example</a>	

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*	
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.
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.
3	Allow 1 day for travel by air, train, or bus transportation.
4	Add Step 2 and Step 3 together, to determine the authorized travel time.
*When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.	
<a href="#">Computation Examples without Leave Involved</a>	
<a href="#">Computation Examples with Leave Involved</a>	

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"> <li>a. lodging is authorized for required accommodations unless they are included in the car ferry transportation cost.</li> <li>b. 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&amp;IE) is computed using the highest M&amp;IE rate in the CONUS.</li> <li>c. on the day of departure from the car ferry (the day of debarkation) compute the M&amp;IE as follows:</li> </ul>

Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus	
If a Service member travels...	Then...
	<p>d. If travel ends on the debarkation day, then the rate used is the locality per diem rate for the new PDS.</p> <p>e. If travel does not end on the debarkation day, the rate used is the locality per diem rate for the Service member's or dependent's location at 2400 on that day. The Service member or dependent is authorized MALT Plus beginning the day after the debarkation day from the car ferry if travel by POV continues on the day after the debarkation day from the car ferry.</p>
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 debarkation days. On those days, the locality per diem rate for the port of embarkation or port of debarkation, as appropriate, applies.

### 050303. PCS Per Diem for Dependents

A. Per Diem Rates. When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS (see Table 5-6).

**Note:** PCS allowances are not authorized for dependent travel to, from, or while at an en route TDY location.

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order		
Conditions	12 Years of Age* and Older	Less Than 12 Years of Age
1 Dependent Travels with the Service Member	<b>a.</b> 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.	<b>b.</b> 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**	<b>a.</b> Per diem is calculated at 100% for the first dependent and 75% for each of the remaining dependents traveling with the first dependent.	<b>b.</b> 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.		
<a href="#">Computation Example</a>		

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.

<b>Table 5-7. Effect of Dependent Age Changes on Allowances</b>		
<b>If...</b>	<b>Then...</b>	
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).

<b>Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized</b>	
<b>Traveler</b>	<b>Not Authorized Dependent Travel and Transportation Allowances</b>
1 Service Member	<ul style="list-style-type: none"> <li>a. A cadet or midshipman.</li> <li>b. Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks (except as in Section 0322).</li> <li>c. A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months.</li> <li>d. Called or ordered to active duty for training for:               <ul style="list-style-type: none"> <li>(1) 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.</li> <li>(2) 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.</li> </ul> </li> <li>e. Called to active duty for reasons other than training for:               <ul style="list-style-type: none"> <li>(1) 180 or fewer days.</li> <li>(2) 181 or more days when the active duty is at more than one location, but 180 or fewer days at any one location.</li> <li>(3) 181 or more days at one location, but authorized per diem as specified in Section 0303.</li> </ul> </li> <li>f. Absent Without Leave.</li> <li>g. A Deserter or Straggler.</li> <li>h. Dropped or dismissed.</li> <li>i. Transferred as a prisoner to a detention facility.</li> <li>j. Transferred to a different location to await trial by court-martial.</li> <li>k. In confinement, except as in par. 050804.</li> </ul>
2 Dependent	<ul style="list-style-type: none"> <li>a. 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).</li> <li>b. 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.</li> <li>c. 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.</li> <li>d. 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 0512 for travel authorization when legal custody or control changes after the PCS order's effective date.</li> </ul>

**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 the Service Member is Authorized Dependent Travel and Transportation Allowances ...
1 location in the CONUS to which dependent travel is authorized	attains eligibility for dependent travel and transportation allowances while at that location,	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, and attains eligibility for dependent travel and transportation allowances while at that location	a. the dependent is command-sponsored,	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.
	b. the dependent is not command-sponsored,	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 par. 090101-E. 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,	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. 090101-E. 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](#).

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**Note:** See par. 050804 for an escort associated with an early return of a dependent.

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### **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.

<b>Table 5-10. Authority for Exceptions to Fiscal Year Limitations</b>		
<b>Service or Agency</b>		<b>Service Secretary’s Delegated Authority</b>
1	USA, USN, USAF	No lower than a General or flag officer at the headquarters level who directs assignments.
2	USMC	No lower than an O-6 at the headquarters level who directs assignments.
3	USCG	To the Commander of the USCG Personnel Service Center.
4	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.

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**Note:** When calculating the 60 days, exclude days the Service member is deployed or on a TDY.

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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.

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**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.

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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.

<b>Table 5-11. DLA for a Service Member Married to a Service Member</b>			
<b>Neither Service Member Has a Dependent</b>			
<b>If...</b>	<b>And They Occupy...</b>	<b>Then...</b>	
1	neither Service member is assigned to a ship	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		
3	the Service members occupied the same dwelling at the old PDS	a. the same dwelling at the new PDS,	either Service member is paid a DLA at the without-dependent rate, but not both.*
		b. 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	a. the same dwelling at the new PDS,	
		b. separate dwellings at the new PDS,	
<b>One Service Member Has a Dependent and the Other Has None</b>			
<b>If...</b>	<b>And They Occupy...</b>	<b>Then...</b>	
5	the Service members occupied the same dwelling at the old PDS	a. 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.*
		b. separate dwellings at the new PDS,	the Service member who has no dependent is paid a DLA at the without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
6	the Service members occupied separate dwellings at the old PDS	a. the same dwelling at the new PDS,	
		b. separate dwellings at the new PDS,	

Table 5-11. DLA for a Service Member Married to a Service Member		
Both Service Members Have Dependents		
If...	And They Occupy...	Then...
7	a. the same dwelling at the new PDS,	either Service member is paid a DLA at the with-dependent rate, but not both.*
	b. separate dwellings at the new PDS,	
8	a. the same dwelling at the new PDS,	each Service member is paid a DLA at the with-dependent rate.**
	b. separate dwellings at the new PDS,	
<p>*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 (<a href="#">B-191742, August 1, 1978</a>, and <a href="#">DOHA Case 96110801, June 26, 1997</a>). A Service member eligible for the without-dependent rate receives a DLA at that rate.</p> <p>**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.</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.

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**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.

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- 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.

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**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.

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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.

<b>Table 5-12. Eligibility Criteria for the TLE Authorization</b>		
<b>1</b>	<b>Authorized</b>	<ul style="list-style-type: none"> <li>a. Before leaving the old PDS in the CONUS, designated place. Upon arrival at the new PDS in the CONUS, designated place, or first PDS.</li> <li>b. Before leaving technical school or a Service member's home of record if the Service member is reporting to the first PDS.</li> <li>c. While house hunting after completing PCS travel to the new PDS in the CONUS.</li> <li>d. For the elapsed time between PDSs when PCS per diem is not payable (see computation example).</li> <li>e. When the Service member's PCS order is cancelled or revoked after occupying temporary lodging.</li> <li>f. After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging.</li> <li>g. After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available.</li> <li>h. 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.</li> <li>i. For a move to the Service member's first PDS upon entering active-duty service.</li> </ul>
<b>2</b>	<b>Not Authorized</b>	<ul style="list-style-type: none"> <li>a. When leaving active duty.</li> <li>b. For a house-hunting trip before the Service member moves to the new PDS.</li> <li>c. For any individual that became a dependent after the PCS order's effective date.</li> <li>d. For any dependent who returned from OCONUS before issuance of a PCS order.</li> <li>e. For any dependent relocating for personal safety.</li> <li>f. When ordered to an ITDY location.</li> <li>g. 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.</li> <li>h. At any location OCONUS.</li> </ul>

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.

<b>Table 5-13. Authorized TLE Locations and Time Limits</b>		
<b>If a Service member is...</b>		<b>Then TLE is authorized for 5 days...</b>
1	moving to a PDS OCONUS from a prior PDS in the CONUS,	at the following locations if within the CONUS: a. Prior PDS. b. 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: a. Home of record. b. Initial technical school. c. Designated place.
<b>If a Service member is...</b>		<b>Then TLE is authorized for 10 days...</b>
3	reporting to a PDS in the CONUS,	at the following locations if within the CONUS: a. Prior or new PDS. b. Designated place.
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: a. Home of record. b. Initial technical school. c. Designated place. d. First PDS.
<a href="#"><u>Computation Examples</u></a>		

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.

<b>Table 5-14. TLE Temporarily Increased Locations</b>		
<b>Location</b>	<b>Effective Dates</b>	<b>Number of TLE Days</b>
Traverse City, Michigan	June 12 to September 30, 2017. TLE must be completed before September 30, 2017.	TLE is limited to 60 days.

<b>Table 5-15. TLE Criteria for Increase in Number of Days</b>		
<b>If...</b>		<b>Then...</b>
1	a PCS move is to an affected location where the TLE days have been temporarily increased,	any TLE days used at the old PDS in the CONUS must be deducted from the maximum number of TLE days allowed at the new PDS.
2	the Service member or dependent is departing from an extended TLE location,	the increased number of days do not apply.
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,	the Service member is eligible for TLE for the extended time 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,	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. A Service member is not required to use Government quarters that are available in the vicinity of the designated place.

<b>Table 5-16. Criteria for TLE for Government Quarters</b>		
	<b>If...</b>	<b>Then...</b>
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.
2	Government quarters are not available,	the Service member is required to obtain a non-availability confirmation number provided by the Service's lodging reservation process to justify reimbursement for commercial lodging.
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.

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.

<b>Table 5-17. Daily Lodging Ceiling and M&amp;IE Rate Percentages for TLE</b>		
	<b>Number of Eligible Persons Occupying Temporary Quarters</b>	<b>Percentage Rate Applicable</b>
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)

### PART G: SERVICE AGREEMENTS (CIVILIAN EMPLOYEES)

#### 0549 SERVICE AGREEMENTS (FTR §302-2)

##### 054901. General

A service agreement is a written agreement between a civilian employee and the civilian employee's Agency. It is prepared according to personnel regulations, and signed by the civilian employee and an authorized Agency representative. It states that the civilian employee agrees to remain in Government service for a period, specified in par. 054908, after the civilian employee has relocated. If a civilian employee fails to sign a service agreement, relocation expenses are the civilian employee's financial responsibility, not the Government's. Service agreements must be completed consecutively, and cannot be completed concurrently. Each agreement is in effect for the period specified in the agreement. Service agreements that are already in effect cannot be voided by subsequent service agreements.

##### 054902. Disclosure Statement

A service agreement must include or have appended a disclosure statement, signed by the civilian employee, before the civilian employee receives any relocation allowances. The disclosure statement must certify that the civilian employee and any dependents have not and will not accept duplicate reimbursement for the relocation expenses. It must certify that, to the best of the civilian employee's knowledge, no third party has accepted duplicate reimbursement for the relocation expenses.

##### 054903. Actual Residence

A civilian employee who accepts a transfer to a PDS OCONUS must provide the Service or Agency with the information needed to determine the civilian employee's actual residence to document in the service agreement. The requirements in this paragraph are also used to determine the actual residence in the CONUS or non-foreign area OCONUS. The location of the actual residence must be documented in the civilian employee's official personnel folder. The determination of the actual residence depends on the facts presented and is determined on a case-by-case basis.

A. Appointees and Student Trainees. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection or assignment. The actual residence is the location where the appointee lived before selection for the appointment or assignment. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.

B. Employment OCONUS. Actual residence must be determined when an individual initially is appointed or transferred to a PDS OCONUS. The Government's obligation for travel and transportation allowances is limited to movement to and from a civilian employee's actual residence at the time of assignment to duty OCONUS, when the travel is to a PDS OCONUS upon assignment, when it is round-trip travel under a renewal agreement, or when it is return travel for separation. If, at the time of appointment, the civilian employee is in the area OCONUS temporarily (for example, as a tourist), the

civilian employee subsequently may be eligible for return travel and transportation allowances or RAT. Before an agreement is negotiated, the employment office must state the actual residence in the agreement. The actual residence shown in an initial service agreement must be the same as in the renewal agreement. If the initial agreement was incorrect, the correct actual residence must be determined, explained, and stated in the renewal agreement.

1. Consideration Factors. Ordinarily, the actual residence is a fixed residence. This can be the place from which transferred or appointed or where a dependent and HHG are at the time of an individual's appointment or transfer to a position OCONUS. The request of an appointee or civilian employee to specify a location that he or she cannot justify as the actual residence to establish residence at, or to visit, a certain location must not be a basis for designating that place as the actual residence. Consider carefully all facts concerning the civilian employee's residence before assignment to duty OCONUS, including all of the following:

- a. Home ownership.
- b. Previous residence.
- c. Temporary employment in the city where recruited.
- d. Employment requiring residence apart from the family.
- e. The civilian employee's voting residence.
- f. The jurisdictions to which the civilian employee pays taxes.
- g. In the case of a local hire, the length of absence from the claimed place of residence, the reasons for such absence, and whether a residence has been maintained to which the individual expects to return.
- h. Actual residence in an area in the CONUS or non-foreign area OCONUS could be negated when the individual has established local residence OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence.

2. Change in Actual Residence. When the actual residence is determined, a change is not authorized during a continuous period of service OCONUS and may not be approved except in case of an error. Errors must be corrected in the agreement to show the civilian employee's correct actual residence.

#### **054904. Service Agreement Requirements ([FTR §302-2](#))**

Agreement requirements are premised on the civilian employee's status as outlined in the following tables.

<b>Table 5-101. No Service Agreement Required</b>		
	<b>If...</b>	<b>Then...</b>
1	an individual is employed initially at a PDS OCONUS and does not meet service agreement eligibility requirements,	no service agreement is required.
2	a civilian employee at a PDS OCONUS serving under a service agreement completes the full tour of duty and is returning to the CONUS where he or she is employed without a break in service with the same or another DoD Component that does <i>not</i> authorize PCS allowances,	
3	a civilian employee at a PDS OCONUS completes a full tour of duty under a service agreement and returns to the actual residence in the CONUS for separation from Government service,	

<b>Table 5-102. Service Agreement Requirements</b>		
	<b>If...</b>	<b>Then...</b>
1	a civilian employee at a PDS OCONUS serving under a service agreement completes the full tour of duty and is returning to the CONUS where the civilian employee is employed without a break in service with the same or another DoD Component that <i>does</i> authorize PCS allowances,	a service agreement is required to serve for 12 months in Government service from the date of reporting for duty at the new PDS, and he or she is authorized separation travel.
2	a civilian employee at a PDS OCONUS initially meets the eligibility requirements in a service agreement,	a service agreement is required for the tour of duty applicable to the PDS OCONUS where employed. The agreement concerns separation travel, specific instances of transportation for eligible dependents or HHG from the actual residence, and renewal agreement eligibility.
3	an individual is initially employed by DoD at a PDS OCONUS and meets eligibility requirements in a service agreement and prior service credit requirements OCONUS,	the civilian employee must sign a service agreement to serve for 12 months from the date of employment, or a period that equals the full tour of duty for the area when added to a military or civilian period of service occurring immediately before the hire, whichever is greater. The agreement concerns separation travel, in specific instances transportation for eligible dependents or HHG from the actual residence, and renewal agreement eligibility.
4	a civilian employee at a PDS OCONUS has not completed an initial tour and is transferred to a new PDS of a different DoD Component within the same or a different geographical location OCONUS,	the civilian employee must sign a service agreement to serve for 12 months from the date of reporting to duty at the new PDS or the difference between the tour of duty at the old PDS and the specified initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
5	a civilian employee is employed initially by DoD at a PDS OCONUS and is not serving under a service agreement and is then transferred to a new PDS within the same geographical location OCONUS, either within the same or to a different DoD Component,	the civilian employee must sign a service agreement is required to serve for 12 months from date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.

<b>Table 5-102. Service Agreement Requirements</b>	
<b>If...</b>	<b>Then...</b>
6 a civilian employee is employed initially by DoD at a PDS OCONUS and is not serving under a service agreement and is then transferred to a new PDS in a different geographical location OCONUS, either within the same or to a different DoD Component,	the civilian employee must sign a service agreement to serve for 12 months from the date reporting to duty at the new PDS or the difference between the tour of duty at the old PDS and the specified initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7 a civilian employee at a PDS OCONUS is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical location either within the same or to a different DoD Component,	the current service agreement continues in effect for all eligibility purposes, and a new 12-month service agreement is required for PCS allowances to be authorized to the new PDS if less than 12 months of service remain under the current agreement and PCS costs are incurred.*
*A release from the tour-of-duty requirement for the Government's convenience without penalty provisions applies to any incomplete service under the new 12-month agreement when allowing authorization upon completion of tour of duty under the old agreement in effect at the time of reassignment or transfer. If the civilian employee does not complete the tour of duty at the new PDS and the Government does not release him or her from the service agreement, the civilian employee may be required to repay the Government for the PCS expenses to the new PDS.	

<b>Table 5-103. Service Agreement when RAT Involved</b>	
<b>If...</b>	<b>Then...</b>
1 a civilian employee at a PDS OCONUS completes a full tour of duty, does not perform RAT, and is transferred to a new PDS in the same geographical location OCONUS within the same DoD Component,	the civilian employee must sign a service agreement to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only and authorization under the completed tour of duty agreement remains unchanged.
2 a civilian employee at a PDS OCONUS completes a full tour of duty, does not perform RAT, and is transferred to a new PDS in a different geographical location OCONUS within the same DoD Component,	the civilian employee must sign a service agreement to serve for either 12 months from the date of reporting for duty at the new PDS or the specified initial or renewal tour of duty, as applicable, at the new PDS, less the tour of duty served at the old PDS. The service agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
3 a civilian employee at a PDS OCONUS who completes the full tour of duty, performs RAT, and returns to the same or a different PDS OCONUS within the same or to a different DoD Component,	a renewal service agreement is required. The tour of duty under the new agreement must be the tour of duty applicable for the area where the PDS, upon return, is located.

**054905. Documentation**

Services and Agencies must maintain a record in the civilian employee's official personnel folder of transportation and storage authority, authorizations, and limitations. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part.

Record material may be removed when it no longer applies.

### **054906. Preparation and Disposition**

Statutory authority requires that a civilian employee complete a service agreement to establish his or her eligibility for certain travel and transportation allowances for PDT. Service agreement forms, DD Form 1616 (Transfer of Professional School Personnel OCONUS), DD Form 1617 (Transfer of Civilian employees OCONUS), and DD Form 1618 (Transfer of Civilian Employees to and within CONUS), are available through the Washington Headquarters Service DoD Forms Program at: <http://www.esd.whs.mil/DD/>.

A. Service Agreement for Civilian Employees other than School Teachers OCONUS. DD Form 1617, is used in connection with any of the following:

1. A civilian employee transfers or is assigned to a PDS OCONUS.
2. A new appointee is appointed to position OCONUS (see par. 054801 concerning appointments and assignments to the first PDS).
3. A civilian employee with a renewal agreement who uses round-trip travel to take leave between consecutive tours of employment OCONUS.
4. The return transportation of eligible local hires OCONUS.

B. Transfer of Professional School Personnel OCONUS. DD Form 1616 is used when DODEA teachers perform a PCS.

C. Transfer of Civilian Employees to and within the CONUS. DD Form 1618 is used when a civilian employee transfers to or within the CONUS, including an appointee or student trainee eligible for travel to the first PDS in the CONUS.

### **054907. Initial and Renewal Agreements**

A. Types of Agreements. An initial agreement establishes eligibility for a civilian employee's travel and transportation allowances, dependents, and HHG. A renewal agreement establishes eligibility for round-trip travel and transportation allowances for a civilian employee and dependents for taking leave between consecutive periods of employment OCONUS, but does not establish any HHG transportation authority.

B. Authorized Negotiators. Personnel designated by the DoD Component concerned must negotiate agreements. For all DoD Components, any of the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions.
2. Any civilian personnel office civilian employee designated to act for a commanding officer in effecting appointments.
3. Other personnel designated by the commanding officer to act for the commanding officer

in response to specific requests.

4. A local commander in a foreign area may negotiate an initial agreement with a locally hired civilian employee if the requirements in Table 5-104 are met.

5. A local commander in a non-foreign area OCONUS may negotiate an initial agreement with a locally hired person for recruitment purposes if the requirements in Table 5-104 are met, but only if qualified local applicants are not readily available for the position.

### **054908. Initial Agreement**

A. Initial Agreements Required. The following civilian employees require initial negotiated agreements:

1. A new appointee to a first PDS.
2. A student trainee assigned on completion of college work to a first PDS.
3. A civilian employee transferred or reassigned from one PDS OCONUS to another PDS OCONUS.
4. A new appointee recruited for service OCONUS at a geographical location other than where the actual residence is located.
5. A civilian employee transferred to and within the CONUS.
6. A civilian employee transferred to a PDS OCONUS.
7. A civilian employee recruited OCONUS for assignment to a PDS OCONUS.

B. Locally Hired Civilian Employee OCONUS. An initial agreement is a recruitment incentive, not an entitlement, for locally hiring a civilian employee with an actual residence in the CONUS or non-foreign area OCONUS, outside the PDS geographical location, to accept Federal employment in an area OCONUS. An individual is not automatically granted an initial agreement when he or she meets eligibility requirements.

1. Initial Service Agreement Requirements. The commanding officer, or the commanding officer's designee, must determine that another candidate would have to be transferred or appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate. A locally hired candidate is ineligible for an initial agreement if the position is one for which out-of-country recruitment is not normally undertaken. At the time of appointment or assignment, or when eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in the CONUS or a non-foreign area OCONUS. The residence must be outside the PDS geographical location.

<b>Table 5-104. Mandatory Service Agreement Requirements for Eligible Locally Hired Civilian Employees</b>	
<b>If...</b>	<b>Then...</b>
<p>1 a locally hired civilian employee is a former military member,</p>	<p>he or she must be both:</p> <ul style="list-style-type: none"> <li>a. Separated or retired locally within the foreign country OCONUS where the civilian position is located to which the individual is appointed while serving in a foreign area OCONUS.</li> <li>b. Appointed to a vacant, appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to an area in the CONUS or non-foreign area OCONUS accruing from the prior military service.</li> </ul>
<p>2 the foreign-area command OCONUS determines that a civilian employee of another Federal Department, Agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the United States participates, and any other activity or Agency is operating in support of the United States or its personnel in the area,</p>	<p>the individual must meet all of the following conditions:</p> <ul style="list-style-type: none"> <li>a. Be recruited in the CONUS or non-foreign area OCONUS under employment conditions that provided for return travel and transportation allowances.</li> <li>b. Be committed to a specific vacant position before separation from prior employment.</li> <li>c. Be appointed no later than 1 month after termination of such employment.</li> </ul>
<p>3 a former civilian employee of the same or another Federal Department or Agency was separated by a RIF during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights,</p>	
<p>4 an individual, who accompanied or followed a spouse to the foreign area OCONUS and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government civilian employee serving under an initial agreement providing for return travel, and the spouse is no longer the sponsor,*</p>	
<p>*Reasons a spouse would no longer be the sponsor: the spouse dies, the spouse becomes physically or mentally incapable of continued Government employment, the spouse permanently departs the post or area, or due to divorce or legal separation. A legal separation exists when either the civilian employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.</p>	

2. Eligibility Determination. Eligibility for travel and transportation allowances for dependents or HHG from the civilian employee's actual residence to the foreign PDS OCONUS or return transportation to the actual residence must be determined at the time of appointment or when the civilian employee loses eligibility for return travel and transportation allowances. The eligibility decision must be recorded in the initial agreement.

3. Travel and Transportation Authorization. A locally hired civilian employee OCONUS

granted an initial agreement is authorized the same travel and transportation allowances as a civilian employee transferred or appointed from the CONUS.

4. Renewal Agreement

a. A renewal agreement must not be negotiated with a locally hired civilian employee who was in the geographical location OCONUS because his or her spouse is there as a member of a uniformed Service, a State Department Foreign Service member, a private individual, or a civilian employee of a private individual or non-Federal organization.

b. A renewal agreement must not be negotiated with a locally hired civilian employee who is unmarried and under age 21 whose parent is in the geographical location OCONUS as a member of a uniformed Service, a State Department Foreign Service member, a private individual, or a civilian employee of a private individual or a non-Federal organization.

**054909. Renewal Agreement Negotiation**

A. Civilian Employees. A renewal agreement is negotiated with a civilian employee who has an initial agreement when the specified tour of duty at a PDS OCONUS is completed satisfactorily and who has an actual residence outside the geographical employment locality. A renewal agreement must not be negotiated due to RAT denial or delay.

B. Married Civilian Employees. When a married couple are both civilian employees in the same locality OCONUS, a renewal agreement is negotiated either separately or with one as head of the household and the other treated as a spouse. Both spouses must sign a written statement agreeing to the decision. A copy is filed in each civilian employee's personnel folder. If negotiated separately, neither civilian employee may be treated as a spouse and a dependent may not benefit twice. A civilian employee who chooses travel and transportation allowances as a spouse does not forfeit authorized allowances for return travel accrued under an initial agreement. When spouses have independently earned travel and transportation allowances and chose for one to be treated as a dependent, and the employment of the head-of-household ceases in the Federal Government, the still-employed spouse may revert to the agreement in force before the decision. This allows the still-employed spouse to negotiate RAT, if eligible. In computing the time limits for required service, the time begins when the civilian employee returns to the location OCONUS from the last renewal-agreement trip, either under the civilian employee's or the spouse's agreement, whichever trip under the agreement ends later ([54 Comp. Gen. 814 \(1975\)](#)).

**054910. Tour of Duty Requirement**

A civilian employee must complete a minimum period of service when transferred to any PDS or when performing RAT. Tours of duty are established by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD (P&R)) for DoD civilian employees in localities OCONUS. A standard tour of duty in an area OCONUS is 36 months for an initial agreement and 24 months under a renewal agreement. See [Tour Lengths and Tours of Duty Outside the Continental United States \(OCONUS\), on the DTMO website](#), for specific guidance on instructions, locations, and exceptions for tours of duty.

<b>Table 5-105. Minimum Periods of Service</b>	
<b>If a civilian employee...</b>	<b>Then the minimum tour of duty is...</b>
1	transfers in the CONUS, receives an appointment or assignment to a first PDS in the CONUS or non-foreign area OCONUS,
2	
3	transfers OCONUS,
4	is a DoDEA teacher,
5	performs RAT,

A. Administratively Reduced Tours. A 24-month tour of duty may be administratively reduced by 2 months for a civilian employee signing a renewal agreement to serve an additional tour of duty at the same or another post. A 36-month tour of duty may be reduced up to 6 months to begin RAT if the renewal agreement is for duty in a 24-month tour of duty area. Except as specified in par. 054910-C, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement increases by the length of the reduction. Use of a reduced tour of duty is authorized to permit scheduling leave at regular intervals, such as known low-intensity periods or during school-vacation periods for a civilian employee with a dependent attending school OCONUS.

B. Administratively Extended Tours of Duty. A 24- or 36-month tour of duty may be extended, allowing a civilian employee to perform RAT after the extended tour. Except as specified in par. 054910-C, the length of the renewal tour of duty must be the greater of 12 months or 24 months, minus the tour of duty completed under the initial agreement extension. A DoD Component cannot extend an initial agreement to eliminate a civilian employee's authorization for separation travel and transportation allowances. After the civilian employee has served the minimum period in the initial agreement, statutory authority provides separation travel and transportation allowances. The civilian employee and the DoD component authority must sign the initial agreement extension (see [B-199643, September 30, 1981](#)).

C. Length of Renewal Tour of Duty for a Civilian Employee Subject to the 5-Year Limitation OCONUS. When an initial 36-month agreement is reduced by up to 6 months for a civilian employee subject to the 5-year limitation OCONUS, the renewal agreement must specify a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave in the renewal agreement, equals 60 months. A 36-month tour of duty may be extended, allowing a civilian employee to perform RAT after the extended tour of duty, provided the civilian employee serves at least 12 months after returning to the area OCONUS. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

1. Tour of duty completed under an initial agreement.
2. Tour of duty completed under the extension of the initial agreement.
3. The greater of 12 months or the time authorized as leave for the renewal agreement.

D. Civilian Employee Released from 5-Year Limitation OCONUS. If the 5-year limitation OCONUS is extended so the civilian employee can perform RAT following completion of the initial tour of duty and an initial tour extension, the length of the renewal tour of duty is determined in par. 054910-B. The renewal tour of duty must be the greater of 12 months or 24 months minus the time completed

under the initial tour extension.

E. Civilian Employee Serves Additional Tour of Duty after the 5-Year Limitation OCONUS.

The length of any renewal tour of duty served after the 5-year limitation is determined in pars. 054910-A and 054910-B. However, a 12-month renewal tour of duty cannot be reduced for a civilian employee signing a renewal agreement to serve an additional tour at the same or another post ([37 Comp. Gen. 62 \(1957\)](#)). DoD component policies on extensions OCONUS beyond 5 years must be applied according to this paragraph and par. 054206.

F. Credit for Prior Service. The following personnel must serve the employing DoD Component for 1 year—1 school year for DoDEA teachers—from the employment date of the service agreement or a time period that, when added to their immediate prior civilian or military service before signing the agreement, totals the specified tour of duty for the area, whichever is greater.

1. A civilian employee who was appointed by transfer from another Agency, whose immediate prior service has been in an area OCONUS, and who transfers without performing RAT.
2. A Service member who separates locally to accept Government employment with a negotiated service agreement.
3. A Government-contractor civilian employee who separates locally to accept Government employment with a negotiated service agreement.
4. A locally hired dependent of a Service member or civilian employee with a negotiated service agreement.
5. A civilian employee of an international organization in which the U.S. Government participates, who is separated OCONUS to accept DoD employment with a negotiated service agreement.
6. A non-appropriated fund civilian employee who separates OCONUS to accept other DoD employment with a negotiated service agreement under the requirements in par. 054908-B2.
7. An individual reemployed from a priority placement list with a service agreement negotiated as in par. 054908-B2.

G. Reassignment or Transfer in Same Geographical Location.

1. No PCS Costs. When a civilian employee is reassigned within a DoD Component or transferred to another DoD Component in the same geographical location OCONUS, does not complete the tour of duty, and incurs no PCS costs, the tour of duty, specified in the service agreement at the time of reassignment or transfer, remains in effect. At the completion of the tour of duty, the civilian employee is eligible for return travel and transportation allowances for separation or renewal agreement negotiation, regardless of how long the civilian employee has served the activity to which reassigned or transferred (see par. 054902).

2. PCS Costs Incurred. A new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS if all of the following conditions apply to a civilian employee:

- a. Is reassigned within a DoD component or transferred to another DoD component in

the same geographical location OCONUS.

b. Does not complete the tour of duty. However, the tour of duty specified in the service agreement at the time of reassignment or transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

c. At the time of reassignment or transfer has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS.

d. Incurs PCS costs.

H. Reassignment to Different Geographical Location OCONUS. A civilian employee at a PDS OCONUS without a service agreement who is reassigned within a DoD Component or transferred to another DoD Component to a different geographical location OCONUS is required to negotiate a service agreement for the full tour of duty specified for the new PDS. When a civilian employee is serving under a service agreement at a PDS OCONUS, is reassigned within a DoD Component or transferred to another DoD Component in a different geographical location OCONUS, and does not complete the tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new 12-month tour of duty or the difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater.

1. The new service agreement concerns PCS allowances to the new PDS and any additional separation travel and transportation allowances from the new PDS.

2. The service agreement tour of duty at the time of reassignment or transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal-agreement negotiation.

3. Before performing RAT, the civilian employee must sign a renewal agreement to serve a tour of duty applicable to the new PDS.

I. Civilian Employee Not Needed for Full Tour of Duty. When it is known in advance that a civilian employee is not needed for the full tour of duty OCONUS, employment may be for a lesser period without affecting travel and transportation allowances to the PDS OCONUS and return for the purpose of separation ([26 Comp. Gen. 488 \(1947\)](#)). The service agreement must specify a 12-month tour of duty according to Title [5 U.S.C., Section 5722](#). Employment may be terminated when the civilian employee's services are no longer required.

J. Effect of Increased or Decreased Tour of Duty. When a tour of duty increases for an area OCONUS, the tour of duty specified in a currently assigned civilian employee's service agreement remains unchanged. The increased tour of duty only affects any civilian employee who executes an agreement after the date the increased tour of duty is approved. If a tour of duty decreases, the shorter tour of duty applies to any currently assigned civilian employee whose service agreement provides for a longer tour of duty.

K. Modified Tour of Duty Type. If a civilian employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be the greater of either 12 months or the accompanied tour for that location, minus the tour of duty completed or served under the initial unaccompanied agreement.

**054911. Starting Tour of Duty**

<b>Table 5-106. Starting Tour of Duty</b>		
<b>If a civilian employee...</b>		<b>Then the tour of duty begins on the date...</b>
1	transfers to or between PDSs in the CONUS,	the civilian employee reports for duty at the new PDS.
2	receives a first-duty station in the United States,	the appointee reports for duty at the PDS.
3	is recruited for an initial agreement outside the geographical location of an activity OCONUS,	the individual reports at the activity OCONUS.
4	is recruited for an initial agreement locally OCONUS,	the individual begins duty.
5	had accompanied or followed a spouse to a foreign area OCONUS and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government civilian employee serving under an initial agreement providing for return travel, and the spouse is no longer the sponsoring spouse,	the locally hired individual executes the agreement.
6	signs a renewal agreement for a tour of duty OCONUS,	he or she reports for duty at the PDS OCONUS following completion of RAT unless the RAT travel is delayed and authorized or approved to be performed within a tour of duty.

**054912. Acceptable Reasons for Release from a Tour of Duty**

A civilian employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the civilian employee's control that are acceptable to the DoD component. The commanding officer, or the commanding officer's designee, at the civilian employee's assigned activity must determine acceptability. The nature, extent, and necessity required by the situation must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source, such as private, state, or local welfare agencies; an attending physician; or a local cleric.

A. Acceptable Reasons. Acceptable reasons for a release from tour of duty requirements include, but are not limited to, the following:

1. Illness not induced by misconduct.
2. Enlistment or call to active duty in the Armed Forces.
3. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty.
4. Release for the Government's convenience, for example, separation due to physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties that the civilian employee could be assigned. A civilian employee separated due to illness induced by misconduct or due to misconduct is not separated for the Government's convenience.
5. Separation due to a RIF.

6. When a civilian employee's services are not required for the entire tour of duty.

B. Acceptable Reasons OCONUS. In addition to the general reasons, the following are acceptable reasons for a civilian employee OCONUS:

1. The civilian employee's immediate presence is required in the geographical location where the actual residence is located due to an unforeseen emergency.

2. Completion of the agreed tour of duty would result in extreme personal hardship due to circumstances beyond the civilian employee's control, such as conditions seriously affecting the health, welfare, and safety of the civilian employee, serious illness or death in the immediate family, or the imminent breakup of the family group.

3. Significant changes occur in the civilian employee's employment situation or loss of economic benefits.

C. Released to Continue Employment. A civilian employee, serving under a service agreement who transfers to another DoD Component or Agency, must be released from the tour of duty requirement specified in the civilian employee's current agreement, unless transferring to another DoD Component within 12 months of reporting to the PDS on a PCS move (see par. 053706-A). If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs. The civilian employee must continue in Government service for at least 12 months after he or she reported at the PDS where departing to satisfy the obligation for costs incurred by the losing activity in moving the civilian employee to that PDS.

### **054913. Service Agreement Violation**

An individual who violates a service agreement by failing to meet or comply with the requirements specified is ineligible for travel and transportation allowances and may be indebted and subject to collection action. A violation includes failure to meet or comply with the requirements specified in an agreement for reasons unacceptable to the employing activity. Violations also include, but are not limited to failure to report for duty, failure to return to the country or geographical location where the actual residence is located in connection with RAT, or failure to use travel and transportation allowances within a reasonable time after separation. A civilian employee or appointee who violates a service agreement, other than for reasons beyond his or her control that are acceptable to the Service or Agency, must reimburse the Government all costs paid for relocation expenses paid based on that service agreement, including a withholding tax allowance and a RIT allowance. ([FTR §302-2](#))

A. Responsibilities. A civilian employee is responsible for reporting to the designated PDS. If the civilian employee does not arrive at the new PDS, resigns, or arrives at the new PDS and refuses to perform the mission, he or she is required to repay any PDT allowances that the Government has already reimbursed. The civilian employee also may be indebted to the Government for travel, transportation, and relocation expenses incurred on behalf of a civilian employee under other circumstances in this Chapter ([CBCA 3804-RELO, June 24, 2014](#)). The appropriate civilian personnel officer must notify the finance, fiscal, or disbursing officer when a civilian employee violates a service agreement. The appropriate personnel officer must determine if PCS allowances must be repaid before processing a civilian employee's separation. The appropriate finance, fiscal, or dispersing officer provides a copy of the Statement of Liability or Credit to the civilian personnel officer, who includes it in the civilian employee's official personnel folder. The appropriate finance, fiscal, or disbursing officer must determine a civilian employee's travel and transportation allowances before processing the civilian

employee's separation.

B. Violation Occurs. If a violation occurs, the activity where the violation occurred must compute travel and transportation allowances previously furnished or to be furnished. In each instance of a service agreement violation, the finance, fiscal, or disbursing officer must provide the civilian employee with a statement of his or her liability or credit that states, in detail, the liabilities, credits, an explanation of how the credits may be used or applied, and other obligations. That officer must send a copy of the statement provided to the civilian employee to the civilian personnel officer for inclusion in the civilian employee's personnel folder. The finance, fiscal, or dispersing officer must inform the civilian employee of the right to file a claim if he or she disagrees with the liability or credit statement. A sample statement and examples of calculations in cases of renewal-agreement violations during the first and second years of an additional tour appear on the DTMO website. If the finance, fiscal, or disbursing officer determines that a civilian employee is indebted to the Government, the officer must immediately initiate collection according to appropriate finance directives.

C. Transfers to, from, and within the CONUS

1. A service agreement provision for a transfer to, from, or within the CONUS that requires 12 months of service following the effective date of transfer is not voided by either of the following:

a. A subsequent transfer within that period, whether at the civilian employee's request or in the Government's interest.

b. Another service agreement being signed incident to a subsequent transfer.

2. The service agreement's time limit is waived if the civilian employee fails to comply with the requirement for reasons beyond his or her control for reasons acceptable to the employing Department or Agency. In that case, the civilian employee has no liability. The time limit for each service agreement violated must be waived separately.

D. Agreement Violations for a Civilian Employee OCONUS

1. Violation during the First Year of Service under an Initial Service Agreement. A civilian employee OCONUS who leaves Government service for reasons unacceptable to the last assigned Agency before completing 12 months of service under the initial service agreement is financially responsible to the Government for travel and transportation allowances and associated costs for the move to that PDS. These include the travel and transportation allowances for the civilian employee, eligible dependents, HHG—including SIT and NTS—a POV, and a mobile home. Return travel is the civilian employee's financial responsibility. A civilian employee who departs from a PDS OCONUS for authorized leave, with or without pay, before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the Agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement (see [B-184948, November 18, 1975](#)). The provisions of this paragraph apply to each civilian employee OCONUS. Additional penalties may apply to a DODEA teacher.

2. Violation after 1 year of Service under an Initial Service Agreement. A civilian employee who completes 1 year of an assignment OCONUS and, for reasons unacceptable to the employing DoD component, fails to satisfy an initial service agreement greater than 1 year is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the PDS OCONUS, except for charges for NTS of HHG incurred after the end of the first year. The civilian

employee is financially responsible for all HHG transportation costs after the violation date and must be advised immediately. He or she is not authorized return POV transportation and may not be provided Government-funded commercial transportation. If the civilian employee has insufficient funds, he or she may be authorized repatriation transportation.

**3. Civilian Employee Serving under Renewal Agreements**

a. When a civilian employee fails to complete 1 year of service under a renewal agreement, the civilian employee is financially responsible for the costs of any of the following:

(1) Transportation and per diem for the civilian employee and transportation for eligible dependents from the former PDS to the actual residence and from the actual residence to the last PDS where he or she failed to complete 1 year of service.

(2) Transportation for any dependent who traveled between the former PDS and the last PDS without going to the civilian employee's actual residence.

(3) HHG transportation, including SIT, from the former PDS to the last PDS.

(4) POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV.

(5) The MEA paid for a transfer from a former to the last PDS.

b. The civilian employee is authorized certain unused allowances accrued under a prior service agreement under which the civilian employee completed the agreed-upon service period. These include personal transportation and the transportation of dependents and HHG—including SIT—from the PDS where the service requirement was satisfied to the actual residence. When the civilian employee is separated from Government service, he or she may apply his or her unused allowances to return travel. If the amount of the unused allowances is less than the costs to return to the actual residence, the difference is the civilian employee's financial responsibility. Although the difference is the civilian employee's financial responsibility, the Government may procure and pay for the transportation, but must collect the difference from the civilian employee. If the amount of the unused allowances is greater than or equal to the costs to return to the actual residence, the Government may procure and pay for the transportation in full. The civilian employee may choose to pay the total costs and submit a reimbursement claim for the applicable amount. Additional penalties for DODEA teachers may apply.

c. If a civilian employee serves 1 or more years under a renewal agreement, but does not serve the entire period specified in the renewal agreement, the separation has the following effects on a civilian employee's travel and transportation allowances.

(1) The civilian employee is not liable for travel and transportation allowances from the PDS where the civilian employee completed the previous tour to the actual residence. He or she also is not liable for traveling from the actual residence to the PDS where the civilian employee failed to complete the agreed-upon tour. The civilian employee does not have to repay the direct travel of dependents and HHG shipment—including SIT—between the PDS where the civilian employee failed to complete the service agreement and the previous PDS where the civilian employee satisfied the previous service agreement.

(2) If the PDS is different from the one where the civilian employee completed the

previous tour, then the civilian employee is financially responsible for the costs of his or her transportation and the transportation of dependents and HHG from the PDS where the civilian employee did not complete the agreed-upon tour under the renewal agreement to the actual residence. If the civilian employee was separated from Government service, then the following apply:

(a) Credit an amount to the civilian employee equal to the costs of transporting his or her HHG and any dependents who did not accompany the civilian employee to the actual residence for leave from the former PDS where the service requirement was completed.

(b) The credited amount is limited to the costs of travel for a civilian employee's dependents and the cost of shipping HHG to the actual residence from the former PDS.

(c) Compute these credits and any remaining liability as specified in par.

054914.

4. DoDEA Teacher. In addition to the other penalties for violation of agreements, a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing military Department for the reasonable value of any storage provided during the recess period.

5. Loss of Travel and Transportation Allowances under an Agreement. If a dependent's status changes, such as when a dependent reaches age 21, a civilian employee may lose eligibility for dependent travel and transportation allowances under a service agreement or may be indebted and subject to collection action for travel and transportation already furnished. If travel and transportation allowances are duplicated under separate statutes, the civilian employee is indebted and subject to collection action for any duplicate payments that he or she received.

### **054914. Computation of Liabilities and Credits**

Computations of a civilian employee's liabilities and credits, including those remaining from previous tours of duty, must be based on actual costs or constructed costs, such as the rates applicable at the time the civilian employee fails to fulfill the terms of the new service agreement.

A. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs. Use the space-required rate to compute the MSC transportation cost. Use the common user tariff rate to compute the AMC transportation cost. If these rates are not available at the activity OCONUS, they may be obtained from the nearest MSC or AMC traffic officer by submitting a request that contains the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

B. Commercial Airplane, Train, Bus, or Ship Transportation Costs. Computation of commercial airplane, train, bus, or ship transportation cost within the CONUS must be based on the Government cost, without tax, for the accommodations specified under par. 020207. The civilian employee must be allowed appropriate credit for Government-procured transportation documents or any unused tickets that are returned.

C. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

D. Per Diem. Per diem for travel performed must be considered in computing liability.

E. Civilian Employee Financial Responsibility to the Government. A civilian employee's obligation to repay PCS allowances received must be based on travel to or from the first PDS following RAT. Travel and transportation allowances for subsequent reassignments within the command OCONUS, directed by the employing activity, are not the civilian employee's financial responsibility.

F. Return Travel Costs

1. Government's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official PDS OCONUS to the actual residence, those allowances are authorized to return the civilian employee to the actual residence. At that point, the Government's obligation is fulfilled.

2. Civilian Employee's Obligation. When it is determined insufficient travel and transportation allowances exist to cover travel costs for the full distance from the PDS OCONUS to the actual residence, the civilian employee is financially responsible for the costs to the actual residence that are greater than the civilian employee's allowances. The civilian employee may provide the transportation and be reimbursed for whatever amount the Government would have paid upon submission of an appropriate voucher and receipts for claimed expenses. The civilian employee is authorized Government transportation, if available, from the area OCONUS to the port of debarkation, or beyond; however, collections for excess costs should be made before the travel begins, if required by finance regulations. The civilian employee may be authorized repatriation transportation if he or she has insufficient funds to pay for return HHG shipment expenses, including SIT at the origin, and he or she meets the requirements for repatriation travel. A Sample Statement of Liability/Credit Violation of Renewal Agreement is available on the DTMO website.

## CHAPTER 6: EVACUATION TRAVEL

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

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

### 0601 Evacuation Authority

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

#### 060101. Authority to Order an Evacuation

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

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

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

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

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

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

### 060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS) order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4 identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

Individuals		Location Being Evacuated		
		CONUS	Non-Foreign Location OCONUS	Foreign
1	Service Member	No	No	No
2	Service Member's Dependent	Yes	Yes	Yes
3	Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under <a href="#">32 U.S.C. § 502(f)</a>	Yes	Yes	N/A
4	Civilian Employee	Yes	Yes	Yes
5	Civilian Employee's Dependent	Yes	Yes	Yes
6	Non-Command Sponsored Dependent	Not Applicable	Yes (transportation only)	Yes (transportation only)
7	Authorized Escort for a Dependent or Civilian Employee	Yes	Yes	Yes

### 060103. Choosing an Evacuation Destination

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

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

Evacuation Destination		Location Being Evacuated		
		CONUS	Non-Foreign Location OCONUS	Foreign Location
1	Safe Haven	The authority who orders or authorizes the evacuation. See Table 6-2.	The authority who orders or authorizes the evacuation. See Table 6-2.	a. DoS with DoD coordination. b. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
2	Alternate Safe Haven	a. DoD Services obtain authorization from the Secretary concerned, to include choosing a safe haven OCONUS or moving to another safe haven when	Obtain authority for an alternate location within a safe haven through the Secretarial Process.	a. DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&R) as part of the Secretarial Process for an alternate safe haven in a foreign OCONUS area. Non-DoD Services obtain DoS USS

Table 6-5. Who Determines Authorized Destinations for a Service Member’s Dependent			
Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
	circumstances warrant. b. Non-DoD Services obtain authorization through the Secretarial Process. c. Obtain authority for an alternate location within a safe haven through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant.		(Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. b. Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS. c. USD (P&R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.
3 Designated Place	a. DoD Services obtain authorization from the Secretary concerned. b. Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS		a. Principal Deputy USD (P&R) determines when a DoD dependent goes to a designated place. b. DoD Services obtain authorization or approval from the Secretary concerned or the Secretary’s designated representative for a designated place OCONUS. c. Non-DoD Services, obtain authority through the Secretarial Process.

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

Table 6-6. Who Determines Authorized Destinations for a Civilian Employee or a Civilian Employee’s Dependent				
		Safe Haven	Alternate Safe Haven	Designated Place
1	CONUS Location	a. The authority who orders or authorizes the evacuation. See Table 6-2.	b. Obtain authority through the Secretarial Process.	c. Secretarial Process.  d. The JTR does not cover non-DoD civilian employees.
2	Non-Foreign Location OCONUS			
3	Foreign Location	a. DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.	b. Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&R). See DSSR 614.	

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact

location within the designated geographic area. If the United States is listed as the safe haven, a DoD evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS must be authorized or approved by USD (P&R) when evacuating from a foreign location. For evacuations from CONUS or non-foreign OCONUS locations the Secretary Concerned must authorize or approve a safe haven in a non-foreign OCONUS location. If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

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

Table 6-7. Requests for Alternate Safe Havens		
1	Within a Safe Haven	<p>a. All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval.</p> <p>b. The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location.</p>
2	CONUS Location	<p>a. Principal Deputy USD (P&amp;R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following:</p> <ol style="list-style-type: none"> <li>(1) Family support at the requested destination.</li> <li>(2) Co-location with the Service member at an alternate work site.</li> <li>(3) Similar factors to support that relocation is in the Government's best interest.</li> </ol>
3	Non-Foreign OCONUS Location	
4	Foreign Location	<p>b. DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.</p> <p>b. The Service member's or civilian employee's command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See DSSR 614c.</p> <p>c. A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&amp;R) with the DoS authorization attached. The Principal Deputy USD (P&amp;R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee's travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS.</p> <p>d. A non-DoD Service member must obtain authorization through the Secretarial Process.</p>

**060104. Evacuation Funding**

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

Table 6-8. U.S. Army and U.S. Air Force Accounting Codes during Evacuation		
U.S. Service	Accounting Code	
1	Army	Located in the DCS, G-1, <a href="#">Army Disaster Personnel Accountability and Assessment System (ADPAAS) website</a> , under Command, Reference, PA Messages. (Only ADPAAS unit CORs can access this LOA document).
2	Air Force	Replace the “*” in the accounting citations with the current fiscal year.
3		USAF Active Duty Officer Dependent Travel: 57*3500 32* 5710.0D 525725
4		USAF Active Duty Officer Dependent Per Diem: 57*3500 32* 5710.0K 525725
5		USAF Active Duty Enlisted Dependent Travel: 57*3500 32* 5810.0D 525725
6		USAF Active Duty Enlisted Dependent Per Diem: 57*3500 32* 5810.0K 525725
7		For Air Force civilians and dependents, should see the local Financial Management office for instructions.

Table 6-9. U.S. Marine Corps Finance Resources during Evacuation	
References	Accounting Code Location
1. Marine Corps Order 4650.37A (Defense Travel System)	<a href="#">HQMC Finance Policy</a>
2. The <a href="#">Marine Corps Travel Instruction Manual</a>	

Table 6-10. Points of Contact for Finance Resources during Evacuation	
U.S. Navy	National Oceanic and Atmospheric Administration
Chief of Naval Operations (N130C) Building 12, Room 3R180 701 S. Courthouse Road Arlington, VA 22204-2472 Phone: (703) 604-5476/7/4 DSN 664 E-mail: <a href="mailto:NXAG_N130C@navy.mil">NXAG_N130C@navy.mil</a>	Director, CPC 8403 Colesville Road, Suite 500 ATTN: CPC1 Silver Spring, MD 20910-6333 FAX: (301) 713-4140 Phone: (301) 713-3444
U.S. Coast Guard	U.S. Public Health Service
U.S. Coast Guard Commandant (CG-832) STOP 7618 2703 Martin Luther King Jr Avenue, SE Washington, DC 20593-7618 Phone: (202) 372-3577 Email: <a href="mailto:HQS-DG-LST-CG-832@uscg.mil">HQS-DG-LST-CG-832@uscg.mil</a> See <a href="#">COMDTINST M7100.3E</a> , for charge codes related to evacuation funds	Director, Division of Commissioned Corps Personnel and Readiness ATTN: Travel Coordinator Plaza Level, Suite 100 1101 Wootton Parkway Rockville, MD 20852 FAX: (240) 453-6141 Phone: (240) 453-6059

### 060105. Funds Advance

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

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

B. Dislocation Allowance (DLA). A DLA advance may be paid to a Service member’s designated dependent before the dependent travels to a designated place. See the [DTMO website](#) for DLA rates.

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

**060106. Receiving Payments for Evacuation Travel**

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

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

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

**060107. Who Can Terminate Evacuation Allowances**

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

<b>Table 6-12. Who Terminates Evacuation Status and Authorizes Return</b>				
<b>Evacuee</b>		<b>Location Being Evacuated</b>		
		<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
1	DoD Service Member's Dependent	a. Secretarial Process. b. A limited evacuation is terminated by the authority who ordered or authorized it .		USD(P&R)
2		Secretarial Process when the Service member's or dependent's		

<b>Table 6-12. Who Terminates Evacuation Status and Authorizes Return</b>			
<b>Evacuee</b>		<b>Location Being Evacuated</b>	
		<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>
		situation warrants review on an individual basis.	
3	Non-DoD Service Member's Dependent	Secretarial Process	
4	Civilian Employee or Civilian Employee's Dependent	The authority who ordered the evacuation. See Table 6-2.	Secretary of State

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

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

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member's dependent or by the Secretarial Process for a non-DoD Service member's dependent.

2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;

3. Expiration date established by the USD (P&R) or Secretarial Process (as in Table 6-12) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

## 0602 Allowances for Service Members' Dependents

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

### 060201. Eligibility for Evacuation Allowances

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

B. RC Member's Dependent

1. A dependent of an RC member ([10 U.S.C. §§ 101, 10101](#)) on active duty or full-time National

Guard duty under [32 U.S.C. § 502\(f\)](#) may be eligible for evacuation allowances if all of the following occur together:

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

2. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately, without a break in service, is called to full-time National Guard duty under [32 U.S.C. § 502\(f\)](#), remains eligible for continued evacuation allowances.

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

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

<b>Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances</b>	
<b>CONUS</b>	<b>OCONUS Locations (Foreign and Non-Foreign) and U.S. Naval Station at Guantanamo Bay, Cuba</b>
1	<ul style="list-style-type: none"> <li>a. A dependent who resides at the Service member’s PDS or in the PDS vicinity when the evacuation is ordered or authorized.</li> <li>b. A dependent who is temporarily absent from the Service member’s PDS in the CONUS or its vicinity.</li> <li>c. A dependent traveling to the Service member’s PDS in the CONUS or its vicinity to establish a permanent residence with the Service member.</li> </ul>
2	<ul style="list-style-type: none"> <li>a. A dependent who resides at the Service member’s permanent duty station (PDS) or in the PDS vicinity when the evacuation is ordered or authorized. “In the PDS vicinity” means:                             <ul style="list-style-type: none"> <li>(1) A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located.</li> <li>(2) A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country.</li> </ul> </li> <li>b. A dependent student who would have traveled to the evacuated PDS, but instead travels to a safe haven or designated place. A dependent temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS, including a dependent student attending an OCONUS dormitory school away from the Service member’s PDS.</li> <li>c. A dependent at, temporarily away, or en route to the Service member’s PDS, who is not command sponsored is authorized transportation only and is not authorized per diem while traveling or safe have allowances.</li> </ul>
3	<ul style="list-style-type: none"> <li>a. A dependent full-time student who is younger than 23 years of age.</li> <li>b. A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location.</li> </ul>

<b>Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances</b>	
<b>CONUS</b>	<b>OCONUS Locations (Foreign and Non-Foreign) and U.S. Naval Station at Guantanamo Bay, Cuba</b>
	<p>c. A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died.</p> <p>d. A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS.</p> <p>e. A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated.</p> <p>f. A dependent who remained at the former PDS following the Service member's assignment elsewhere.* A dependent who moved at Government expense to, or remained at, a former PDS or a PDS that is not the current PDS because the Service member is serving an unaccompanied tour of duty.* A dependent who was evacuated from his or her residence at that location and turned 21 while at the safe haven or designated place remains a dependent for evacuation purposes and for purposes of return transportation to the location from which evacuated *</p>
* These dependents are authorized safe haven evacuation allowances, even though no longer command-sponsored.	

## 060202. Travel and Transportation Allowances

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

<b>Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated</b>	
	<b>CONUS/Non-Foreign Location OCONUS/Foreign</b>
1	<p>a. A dependent directed to go to a safe haven, which instead <i>goes somewhere</i> that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location.</p> <p>b. A dependent directed to go to a safe haven, which actually <i>arrives</i> at the safe haven and then leaves for personal reasons, receives no transportation to the personal location.</p> <p>c. The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary.</p> <p>d. Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member's PDS when an evacuation is ordered or authorized. The following criteria must be met:</p> <p>e. A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has:</p> <p>f. Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement.</p> <p>g. Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member's PDS. A dependent who has dissolved the residence is considered to be en route to the Service member's PDS. For example, a house is sold and a contract signed with a specified</p>

<b>Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated</b>		
<b>CONUS/Non-Foreign Location OCONUS/Foreign</b>		
	date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.	
	h. A dependent who has not received official authorization to travel to the Service member's PDS is not authorized transportation or reimbursement for transportation.	
<b>Transportation Allowances Specific to Location Being Evacuated</b>		
<b>CONUS</b>	<b>Non-Foreign OCONUS and Foreign Locations</b>	
2	a. A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters. b. Reimbursement for using a POV is at the TDY mileage rate based on odometer readings. c. Reimbursement is to the POV operator; passengers receive no transportation reimbursement.	a. A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member's PDS. b. The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent. c. When a dependent does not have a port call, the Service member's AO determines the appropriate action to take and furnishes timely notification to the dependent. d. A dependent who has not received a port call or official authorization to travel to the Service member's PDS is not authorized any transportation under this paragraph.

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

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

<b>Table 6-15. Per Diem while Traveling to and from a Safe Haven</b>		
<b>Dependent's Age</b>	<b>Per Diem</b>	
1	12 Years or Older	The same per diem as a Service member on a TDY.
2	Under 12 Years	An amount limited to one half of what a Service member traveling on a TDY receives.

2. A dependent at the Service member's PDS OCONUS who is not command sponsored is not authorized per diem.

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

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

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

C. Dependent Student. The safe haven or designated place replaces the Service member's PDS as the destination authorized under par. 050816 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

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

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

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 050816 from the Service member's PDS, whichever occurs first.

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

### **060203. Escort during Evacuation**

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

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

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

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

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

civilian employee on a TDY.

### 060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS

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

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

### 060205. Allowances While at the Safe Haven

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

#### B. Allowances

##### 1. Transportation

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

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

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

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

2. Safe Haven Allowances. An evacuated dependent from the CONUS (a limited evacuation or regular evacuation) or a command-sponsored dependent OCONUS is authorized the following safe haven allowances and miscellaneous expenses at the safe haven:

a. Safe haven allowances during the first 30 days while at the safe haven location. This is

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

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

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

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

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

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

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

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

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

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

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

may request an increased rate.

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

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

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

<b>Table 6-17. Safe Haven Allowances</b>			
<b>Duration at Safe Haven</b>		<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
1	First 30 Days	A maximum of 100% of the locality per diem rate for the area.	A maximum of 50% of the locality per diem rate for the area.
2	31-180 Days	Up to 60% of the locality per diem rate for the area.	Up to 30% of the locality per diem rate for the area.
<b>Computation Examples</b>			
<a href="#">Example 1</a>		<a href="#">Example 2</a>	<a href="#">Example 3</a>
<a href="#">Example 4</a>			
*The increase is effective on the 12th birthday.			

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

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

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

g. A dependent traveling to the Service member’s PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed and using the computation method in par. 020301.

(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member’s PDS on personally procured transportation. The safe haven evacuation allowances continue

until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

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

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

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

### 060206. Standard Allowances While at Designated Place

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

#### B. Allowances

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

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

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

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

Table 6-18. Terminating Safe Haven Allowances at a Designated Place		
	If...	Then...
1	the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
2	the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,	safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.
3	the dependent converts the safe haven to a designated place, and is receiving the reduced	the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence

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

### 3. POV Shipment to the Designated Place

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

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

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

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

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

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

## 060207. Allowances when an Evacuation is Canceled

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

### B. Allowances

#### 1. Transportation

a. A dependent is authorized transportation as specified in Table 6-19.

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

#### 2. Per Diem

a. Safe haven evacuation allowances stop on the day that transportation is first *made available* to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent's control.

b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

<b>Table 6-19. Transportation for a Dependent's Return</b>			
<b>Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date</b>		<b>Authorized Allowance by Location Being Evacuated</b>	
		<b>CONUS</b>	<b>Non-Foreign Location OCONUS/Foreign</b>
1	60 or More	Service members' dependents receive transportation to return to the PDS or place from which evacuated.	Service members' dependents receive transportation from the safe haven or designated location to the Service member's PDS.
2	59 or Less	Service members' dependents receive transportation to return to the PDS or place from which evacuated.	Service members' dependents receive no transportation unless the Secretarial Process specifically authorizes it. In which case, transportation is authorized only from the dependent's location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.

#### 3. POV Shipment from the Designated Place

a. When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return

to the Service member's PDS, one POV may be authorized or approved for shipment if both of the following apply:

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

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

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

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

### **060208. Preparing for Return Trip**

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

#### **B. Allowances**

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

a. Government-owned or Government-procured transportation.

b. Transportation in-kind.

c. Personally-procured commercial transportation. Reimbursement is the actual transportation cost, limited to what it would have cost to provide Government-procured transportation.

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

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

### **060209. Non-Command-Sponsored Dependent Returns to PDS**

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

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

## 0603 Household Goods (HHG) Shipment for a Service Member's Dependents

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

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

### B. Allowances

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

<b>Destination</b>		<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
1	Safe Haven	a. Up to 350 pounds for each dependent, up to 1,000 pounds per family. b. The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.	a. Up to 175 pounds for each dependent, up to 1,000 pounds per family. b. The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.
2	Designated Place or Old PDS	The unaccompanied baggage that was moved to the safe haven at Government expense.	
3	New PDS	Listed in the PCS order.	

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

### 2. Air Freight Allowance

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

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

PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

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

(2) No receipts are required.

3. HHG Shipment

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

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
1 a Service member's dependent is evacuated,	HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense. a. Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent. b. A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 051502. c. If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 051502 or 051503.
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
2 a Service member's dependent is directed to move to a safe haven,	transportation of the following from the Service member's PDS or NTS to the safe haven: a. Unaccompanied baggage for the dependent. b. HHG items authorized or approved by the appropriate authority as needed for the dependent's comfort and well-being at the safe haven.
3 a Service member's dependent is authorized or directed to travel from one safe haven to another safe haven,	transportation between safe havens of: a. Unaccompanied baggage. b. HHG other than unaccompanied baggage that was transported to the former safe haven at Government expense or acquired there for the evacuated dependent's comfort and well-being.
4 dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place,	to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area: a. Unaccompanied baggage. b. HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent's comfort and well-being. c. HHG at the Service member's PDS. d. HHG in NTS.
5 a dependent is authorized to go from a safe haven to the PDS, and the Service	to either place HHG in NTS for the remainder of the Service member's tour at the PDS or to transport the following HHG from the safe haven to the Service member's residence at the PDS or the PDS vicinity: a. Unaccompanied baggage.

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
<p>member is <i>not</i> in receipt of a PCS order from the evacuated area,</p>	<ul style="list-style-type: none"> <li>b. HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the dependent’s comfort and well-being.</li> <li>c. HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation.</li> <li>d. No HHG to a PDS OCONUS if the Service member’s tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> </ul>
<p>6 a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area,</p>	<p>transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent’s comfort and well-being, from the safe haven to the location authorized in the Service member’s PCS order. This transportation is under provisions and funding of the Service member’s PCS order and part of the PCS HHG shipping allowance.</p>
<p>7 a dependent is at a designated place and the Service member receives a PCS order from the evacuated area,</p>	<p>transportation of HHG from the designated place to the location authorized in the Service member’s PCS order. Transportation of HHG in this case is under the provisions and funding of the Service member’s PCS order, and is part of the PCS HHG shipping allowance.</p>
<p>8 a dependent is at a designated place once the evacuation is canceled and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,</p>	<p>transportation of HHG:</p> <ul style="list-style-type: none"> <li>a. That was transported to the designated place.</li> <li>b. Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent’s comfort and well-being.</li> <li>c. That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in connection with the evacuation.</li> <li>d. From the designated place or NTS to the Service member’s residence in the PDS OCONUS vicinity, if appropriate, or the Service member may choose to place them in NTS for the remainder of the Service member’s tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member’s tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> <li>e. To NTS for the remainder of the Service member’s tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location.</li> </ul>

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

Table 6-22. Diverting HHG Shipment during an Evacuation		
If...	Then the Service member is authorized...	
1	the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted,	to ship all of the HHG to the designated place <i>or</i> part of the HHG to either the safe haven or designated place and part to NTS for unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent's comfort and well-being.
2		a. To retain part of the HHG at the old PDS as necessary for the dependent's comfort and well-being when the dependent is required to remain there because the new PDS is evacuated. b. To put the remainder of the HHG in NTS or send it to the PDS for the Service member's use if the appropriate authority authorizes or approves the movement.
3	the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted,	payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense.
4	the Service member personally arranges for HHG transportation,	to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government's costs when using the cost comparison required in par. 051502 or 051503.
5	efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized,	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered.

## 0604 Standard Allowances for Civilian Employees and Their Dependents

See DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. See 5 CFR §§ 550.401 through 550.409 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR see "Agency head," the applicable authority for a DoD civilian employee or the civilian employee's dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary's designated representative, or the head of a DoD Component.

### 060401. Travel and Transportation Expenses

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

Table 6-23. Per Diem for a Civilian Employee or Dependent while Traveling to and from a Safe Haven			
Dependent's Age		Per Diem	
1	12 Years or Older	The same per diem as a civilian employee on a TDY.	
2	Under 12 Years	An amount limited to ½ of what a civilian employee traveling on a TDY receives.	
<a href="#">Computation Example 1</a>		<a href="#">Computation Example 2</a>	<a href="#">Computation Example 3</a>   <a href="#">Computation Example 4</a>

### 060402. Subsistence Expense Allowance or Per Diem

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

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

### 060403. Shipment of HHG

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

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

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

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

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS

for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

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

### **060405. Emergency POV Storage Due to an Evacuation OCONUS**

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

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

B. Allowances

1. POV storage may be at a place determined to be reasonable by the DoD Component concerned, whether the POV is already located at, or being transported to, the PDS.
2. Expenses allowed for emergency storage of a civilian employee's POV include:
  - a. Actual POV storage expenses.
  - b. Readying the POV for storage and then for return to the traveler after the emergency has ended.
  - c. Local transportation expenses to and from storage.
  - d. Other necessary expenses relating to POV storage and transportation.
3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

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

### **060406. POV Shipment**

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS

OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

### **060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS**

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

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

### **060408. Subsistence Expense at the PDS When Home is Uninhabitable**

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

#### **B. Allowances**

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

2. A dependent who returns to the PDS with the civilian employee and whose home is uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to the uninhabitable home. Additional guidance is available in OPM's [Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations](#) and the OPM e-mail, "Employee & Dependents Return to PDS But their Residence Uninhabitable," November, 17, 2005.

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

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

### **060410. Limited Evacuations**

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

#### **B. Allowances**

1. Transportation is for one round trip from the civilian employee's evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the

transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

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

**060411. Allowances when an Evacuation is Canceled**

See the [DSSR, Chapter 600](#), and [5 CFR §§ 550-406 and 550-407](#) for allowances and conditions for a civilian employee’s dependent to return to the PDS when an evacuation is canceled.

**060412. Family Visitation Travel (FVT) during an Evacuation**

A. Eligibility

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

- a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.
- b. Has an immediate family member who was evacuated from his or her foreign PDS.

<b>Table 6-24. Travel for FVT (Authorized or Approved by the AO)</b>		
1	Authorization	a. A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit <i>immediate</i> family members who were evacuated from the civilian employee’s foreign PDS. b. If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the Government has already incurred for the FVT.
2	Limitation of EVT Visit	a. Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period. b. More than two visits in a year to a foreign location must first be authorized.

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

<b>Table 6-25. Time Requirements for FVT Eligibility</b>			
<b>Limitation</b>		<b>FVT Destination</b>	
		<b>CONUS/Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
1	Minimum Time at Current PDS	Minimum of 3 months after the family members complete either of the following: a. Evacuation from the foreign PDS. b. Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country.	After the family members have been evacuated for 4 weeks.

Table 6-25. Time Requirements for FVT Eligibility			
Limitation		FVT Destination	
		CONUS/Non-Foreign Location OCONUS	Foreign Location
2	Intervals between FVT Trips	Minimum of 3 months.	Minimum of 4 weeks.
3	Scheduled Time Left at Current PDS	FVT trips are not permitted within the final 3 months before the civilian employee's scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation.	FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates.

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

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

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

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

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

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

Table 6-26. Authorized and Unauthorized Expenses and Allowances in connection with FVT	
1	<p>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</p> <ul style="list-style-type: none"> <li>a. Travel Management Company fees.</li> <li>b. Charges for the first checked bag up to the carrier’s standard checked baggage allowance</li> <li>c. Arrival or departure taxes or fees.</li> <li>d. Ground transportation between interim airports.</li> <li>e. Currency conversion fees for allowable transportation costs.</li> </ul>
2	<p>Allowances and Reimbursements not Authorized</p> <ul style="list-style-type: none"> <li>a. Per diem or meal tickets.</li> <li>b. Excess accompanied baggage.</li> <li>c. Unaccompanied baggage.</li> <li>d. Terminal parking fees.</li> <li>e. Ground transportation from the permanent duty station (PDS), home, or destination to the airport and return.</li> </ul>

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

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

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

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

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

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

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

#### 4. FVT is to a Foreign Location

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

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

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

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

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

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

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