

CHAPTER 11: Special Circumstances Travel

Some types of travel and their applicable entitlements are identified in the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR) as Travel Under Special Circumstances or Categories. These are also known as Special Circumstances Travel (SCT).

This chapter identifies the trip types that are included in SCT. It provides guidance for creating an authorization in the Defense Travel System (DTS) using any of the SCT trip types. This chapter assumes the user is familiar with authorization creation procedures in DTS. The information provided here only shows the ways in which the SCT trip types change the process for creating authorizations. For more information on creating an authorization in DTS, see Chapter 2 of this manual.

Check local business rules to ensure that all substantiating documents are attached and travel is done in accordance with the requirements of the traveler's organization.

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11.1 SCT Secondary Trip Types

The SCT secondary trip types facilitate the reporting of certain travel that was not previously allowed by the JFTR/JTR. Eligibility for routine travel is typically determined by the Authorizing Official (AO), whereas eligibility for SCT is determined by personnel, medical or other authorities. Conditional routing for SCT may be used to route documents to the appropriate approving authority. Each trip type includes a printable information page to ensure that the traveler and AO are aware of the special circumstances for the trip.

Many SCT secondary trip types will trigger Other Authorizations. The Other Authorizations cannot be removed manually. They can only be removed when the triggering condition is no longer present. The Other Authorizations remarks are not editable but may be appended.

Some of the SCT trip types use DTS functionality for travel, transportation, and per diem to record fully reimbursable travel. The below list identifies examples of travel for which these trip types are available:

- Family Member Travel
- Patient Travel
- Escort and Attendant Travel
- Interview Travel
- Travel When Recalled From Leave or When a Ship Has Relocated

See Table 11-2 for a list of these trip types and their use.

Some of the trip types have regulatory restrictions on reimbursement for transportation and/or per diem. In accordance with existing regulations, DTS enforces required restrictions on allowable per diem, transportation expense reimbursement, use of military air, and travel to alternate locations. These travel situations are listed below:

- Emergency Leave
- Rest and Recuperation (R&R)/Special R&R Leave
- Emergency Visitation Travel (EVT)
- Family Visitation Travel (FVT)
- Funded Environmental and Morale Leave (FEML)
- Convalescent Leave
- Military Dependent School Travel
- Outside Continental United States (OCONUS) Department of Defense Education Activity (DoDEA)
- Student Travel
- Disciplinary Travel

See Table 11-3 for a list of these trip types and their use.

In addition to the preceding SCT trip types, some trip types provide information only on common travel. These trip types are typically accomplished using Routine, Invitational, or Permissive Travel capabilities in DTS. See Table 11-4 for a list of these trip types and their use.

The Secondary Selection drop-down list on the Trip Overview screen displays only the secondary trip types that the traveler is eligible to use, based on the traveler's profile. For instance, LABOR ORG REPRESENTATIVE does not appear for military members. Likewise, AMATEUR SPORTS COMP does not appear for civilian employees. CADET-MIDSHIPMEN will only appear for military members with a rank of MC-00.

Note: If directed to travel using military aircraft, contact the local administrative representative for instructions on acquiring a reservation and seat on available military aircraft.

Table 11-1 provides definitions for the terms used in this chapter.

Table 11-1: DEFINITIONS

DEFINITIONS	
TERM	DEFINITION
Attendant	A member, employee or other person who accompanies a member or employee authorized to travel to/from a medical facility for required medical attention that is not available locally, takes care and waits upon the member or employee patient in response to the patient's needs. May travel with the patient and attend to the patient's needs at the destination medical facility and is appointed by competent medical authority.
Civilian Employee (Employee)	A person whose salary is currently being paid by the Department of Defense (DoD).
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a member or employee. Could include a person with a similar relationship.
Escort	A member, employee, or other person who accompanies a member or employee patient between authorized locations when patient travel is authorized by competent medical authority and the patient is incapable of traveling alone. May be appointed by the member's commanding officer/AO or the employee's AO.
Government Employee	A non-DoD federal employee whose travel is being paid by DoD.
Military Member (Member)	A person commissioned or enlisted in the U. S. Army, Navy, Air Force or Marine Corps.
Sponsor	A member or employee with at least one dependent.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable

DTS FUNCTIONALITY FOR SCT TRIP TYPES - FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
AMATEUR SPORTS COMP	Members authorized to train for, attend, and participate in the Armed Forces, National, and International amateur sports competitions	A member of the Armed Forces who has been authorized to attend, train for, and/or participate in the Pan American Games, Olympic Games, Armed Forces and other national or international competitions in amateur sports (in accordance with 10 USC §717, 37 USC §420, and DoD Directive 1330.4) is authorized the same travel and transportation allowances as being on temporary duty. For more information see JFTR, Chapter 7, Part V.
CADET-MIDSHIPMEN	Cadets and Midshipmen on Temporary Duty Travel	A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exception: 1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning the day after the arrival day and ending on the day before the departure day (See Section 11.9, Cadet Shipman). For more information see JFTR, Chapter 7, par. U7001.
ESCORT-ATTEND FULL TDY	Escort and Attendant Travel	Certain members, employees, or dependents incapable of traveling alone require an attendant or escort. An attendant/escort may be a member, U.S. Government civilian employee, or any other person. A member as an attendant/escort is authorized TDY travel and transportation allowances. A U.S. Government civilian employee is authorized the travel and transportation allowances in the JTR. Any other person designated to travel as an attendant/escort is authorized the same travel and transportation allowances as a civilian employee. Non-concurrent attendant travel may be authorized when the need for an attendant arises during treatment or there is a need for an attendant only during a portion of the patient's travel. For more information see JFTR, Chapter 7, par. U7250 (escort/attendant of member traveling in connection with physical examination or illness); JFTR, Chapter 7, pars. U7550-7555 (travel of escorts and attendants of member's dependents); JFTR, Chapter 5, par. U5951 (an escort accompanying the remains of a deceased member); JTR, Chapter 5, par. C5880 (escort(s) for employee remains); JTR, Chapter 7, par. C7100 (escort for uniformed service member's dependents); JTR, Chapter 7, par. C7105 (attendant for uniformed service member's dependents); JTR, Chapter 7, par. C7110 (attendant/escort for a uniformed service member, on the TDRL, required to submit to periodic physical examinations); JTR, Chapter 7, par. C7115 (attendant/escort for a uniformed service member patient); and JTR, Chapter 7, par. C7530 (attendant/escort for an employee patient).

Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
FAM MEM CIV ILL MIL SPON	Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5260-C and JTR Chapter 7, par. C7800 (Civilian employee family members).
LABOR ORG REPRESENTATIVE	Travel of an Employee serving as a Labor Organization representative	DoD employees serving as labor organization representatives are authorized normal TDY travel and transportation Allowances when traveling to attend labor-management meetings that are certified to be in the Government's primary interest. A labor organization representative is a DoD employee specifically designated by a labor organization to represent the organization in dealing with management. For more information see JTR, Chapter 4, par. C4978.
MEDIC CIV EMP OCONUS	Employee Medical Travel	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part K.
MEDIC MIL MEMBER TDY	Transfer of patient to/ from medical facility or home under TDY	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 7, par. U7252.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
NON-FEDERAL HONOR AWARD	Travel to Receive a Non-Federally Sponsored Honor Award	<p>A member or employee may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the traveler's official duties and the functions and activities of the traveler's Service/Agency. Travel and transportation allowances are the same as those prescribed for TDY. When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award. For more information see JFTR, Chapter 7, par. U7325 (travel of military members) and JTR, Chapter 4, par. C4979 (travel of civilian employees).</p>
PRE EMPLOYMENT FULL TDY	Pre-Employment Interview Travel	<p>A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Unless otherwise stated in the JTR, Chapter 7, Part D, allowances for an interviewee are the same as those available to a DoD employee traveling on official Government business. However, a DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount authorized for a DoD employee, except that the interviewee may not be paid for communications services for purposes other than communication directly related to travel arrangements for the Government interview and hire of a room used for official business. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.</p>

Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
RECALL FROM LEAVE	Recall from Leave	<p>A member en route to or at a leave location who is ordered to return to a duty station for duty must bear the cost of returning unless the recall is for operational reasons. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:</p> <ol style="list-style-type: none"> 1. Beginning the day of departure from the leave location or place the member receives an order cancelling leave, and ending on the arrival day at the duty station; and 2. If authorized to resume leave, beginning the day the member departs from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place the member received the order canceling leave. For more information see JFTR, Chapter 7, par. U7220.
SHIP RELOCATED WHEN AWAY	Ship Relocated during Authorized Absence	<p>If a member's assigned ship relocates during an absence on authorized leave or liberty (pass), the member is authorized travel and transportation allowances for the additional cost, if any, to return to the ship's new location over that required to return to its old location. If the member is not notified of the relocation before departure on leave or liberty, the member is authorized these allowances. A member who departed the ship on emergency leave while the ship was in its home port is authorized these allowances even if the member knew of the ship's relocation before departing on emergency leave. Travel and transportation allowances are the same as if traveling on TDY. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use. For more information see JFTR, Chapter 7, par. U7215.</p>

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
STUDENT SPEC DODEA EVAL	Travel of Handicapped DoDea Student for Diagnostic and Evaluation Purposes	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 5, par. U5243-C (student dependent of a military member) and JTR, Chapter 5, par. C5123 (student dependent of a civilian employee).
TDRL DISABLED PHYS EXAM	A Member on the Temporary Disability Retired List (TDRL) required to submit to periodic physical exam	A member being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for a physical disability, is authorized TDY travel and transportation allowances to, from, and during a hearing, when ordered to appear before a PEB outside the corporate limits of the member's home. A TDRL member is authorized TDY travel and transportation allowances to and from a medical facility outside the corporate limits of the member's home for required periodic physical examinations. The day after arrival at the medical facility through the day before departure, the member is authorized per diem equal to the actual daily charges paid for meals if admitted as an inpatient or for TDY if an outpatient (See Section 11.8, TDRL Actual Meals). When the member's home and the medical facility or PEB are within the same corporate city limits, a member on the TDRL undergoing a required periodic physical examination or being reevaluated by a PEB is authorized local travel transportation expense reimbursement. For more information see JFTR, Chapter 7, par. U7251.
UN PEACEKEEPING TDY	Members assigned TDY as observers to UN Peacekeeping Organizations	A member assigned TDY as an observer to a UN peacekeeping organization, which receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event does JFTR, Chapter 7, par. U7140 authorize a reduction in the UN per diem allowance.

Table 11-3: Per Diem and Transportation Restrictions

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
CONGRESSIONAL TRAVEL	Travel and Transportation Allowances when Accompanying Members of Congress and Congressional Staff	A member of the armed forces or a DoD civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. For more information see JFTR, Chapter 7, Part U (military members) and JTR, Chapter 7, Part I (civilian employees) for travel authorized under the authority in 31 USC §1108(g).
DISCIPLINARY ACTION	Member Travel and Transportation Incident to Disciplinary Action	When a member is ordered to travel for disciplinary action: A Government conveyance should be used, if available; or 1. If a Government conveyance is not available, the member must be directed to use Government-procured transportation; 2. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or 3. If a personally owned conveyance is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. Payment of mileage is not authorized. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the maximum rate per meal listed in JFTR, par. Chapter 1, U1500-C. For more information see JFTR, Chapter 7, par. U7450.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
EMERGENCY LEAVE	Transportation in Personal Emergencies	<p>An eligible member on emergency leave (as determined under DoD Instruction 1327.6 (Leave and Liberty Procedures)) and eligible dependents with personal emergencies are authorized transportation between authorized locations. Eligible members/dependents are those on permanent duty OCONUS. A member stationed in the CONUS must have a domicile OCONUS to authorized emergency leave for self/dependents. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel incident to the burial of a deceased member if not authorized burial travel under JFTR, Chapter 5, par. U5242-A. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations. Reimbursement is only authorized for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination and the airport is not authorized. Travel across CONUS is at Government expense if the traveler must transit the CONUS to reach the OCONUS emergency leave point. A cadet/midshipman is not eligible for this transportation. For eligibility requirements, transportation requirements, and authorized locations, refer to JFTR, Chapter 7, par. U7205.</p>
EMERGENCY VISIT TRVL EVT	Emergency Visitation Travel (EVT)	<p>Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see, JTR, Chapter 7, Part M.</p>

Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
ESCORT ATTEND EMP RETURN	Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured	Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or injured. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate. For more information see JTR, Chapter 7, par. C7370-B2.
FEML-FUND ENVIRO MORALE	Funded Environmental and Moral Leave (FEML) Transportation	A member or employee is eligible for FEML if stationed at an authorized FEML PDS (see JFTR/JTR, Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more. The dependent of a uniformed member serving an accompanied tour is eligible for FEML if command sponsored and resides with the member at the FEML PDS. The dependent of an employee is eligible for FEML if the employee is authorized to have dependents at the PDS and the dependent resides with the employee at the FEML PDS. Per diem, meal tickets, and reimbursement for meals or lodging are not authorized. For more information see JFTR, Chapter 7, par. U7207 (Military members and command-sponsored dependents); JTR, Chapter 7, par. C7700 (Civilian employees and authorized dependents); and DoD Instruction 1327.6 (Leave and Liberty Procedures).
FAM VISIT TRAVEL (FVT)	Family Visitation Travel (FVT)	The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, non-foreign OCONUS or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance. FVT is not authorized for travel within the foreign area/country of assignment. A DoD component may pay, or an eligible employee may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and airport taxes and transportation between airports. Reimbursement for ground transportation between the PDS or home (or destination) and airport is not authorized. Per diem and excess accompanied or unaccompanied baggage charges are not payable or reimbursable. For more information see JTR, Chapter 7, par. C7550.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
MEDIC CONVALESCENT LEAVE	Convalescent Leave Transportation	A member is authorized transportation allowances (no per diem, meal tickets, meals or lodging) for one trip when traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay under 37 USC §310 from the CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial process, and the member-selected place to any medical treatment place. A member may select transportation-in-kind, commercial transportation cost reimbursement when traveling at personal expense, or the TDY mileage rate for the official distance. Government/Government-procured transportation must be furnished and used to the maximum extent practicable. It is mandatory policy that a member uses an available government-contracted Commercial Travel Office to arrange official travel except when authorized under JFTR, Chapter 3, par. U3110. For more information see JFTR, Chapter 7, par. 7210.
MEDIC FAM ATTEND OVR 100 MI	Attendant's Travel for Specialty Care over 100 Miles	If a patient meets the JFTR, Chapter 7, par. U7960-A travel requirements, round-trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family. A member (who is a family member) as an attendant is authorized TDY travel and transportation allowances. A civilian employee/ member (who is a family member) as an attendant is authorized the travel and transportation allowances in the JTR/JFTR. Another person who is at least 21 years old and a family member designated to travel as an attendant is authorized reimbursement of reasonable travel expenses listed in JFTR, Chapter 7, pars. U7960-C and U7960-D. For more information see JFTR, Chapter 7, par. U7961.
PRE EMPLOY PERDIEM ONLY	Pre-Employment Interview Travel - Per Diem Only	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem must pay the full amount authorized for a DoD employee (See Section 11.6, Per Diem Only Restriction). An individual government travel charge card may not be used. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.

Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
PRE EMPLOY TRANS ONLY	Pre-Employment Interview Travel (Transportation Only)	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only common carrier transportation costs must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.
R R AND SPECIAL R R	Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation	A member or employee assigned at a location listed in JFTR/ JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JFTR, Chapter 7, pars. U7300 (Funded rest and recuperation (R&R) leave for members) and U7305 (Special R&R (SR&R) absence for members in connection with tour extension); JTR, Chapter 7, pars. C7750 (R&R leave for DoD civilian employees) and C7751 (Iraq and Afghanistan); and DoD Instruction 1327.6.
STUDENT DODEA ACADEM CC	Travel of DoDEA Dependent Students for Academic competitions and Co-Curricular Activities	Transportation only for travel of a DODEA student to academic competitions and co-curricular activities. Payment of per diem, and reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY are not authorized. For more information see JFTR, Chapter 5, par. U5260-E (dependents of military members) and JTR, Chapter 5, par. C5120-B (dependents of civilian employees).
STUDENT OF CIV US SCHOOL	Employee's Dependent Student Travel to Attend School	A dependent student of a DoD civilian employee assigned in an OCONUS/ foreign area is authorized educational travel to and from a school offering a full-time course of secondary education (in lieu of an education allowance) or post-secondary education. The dependent student is authorized per diem while to and from school when actual travel time in each direction exceeds 12 hours (See Section 11.7, Per Diem Only On Travel Days). Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel. For more information see JTR, Chapter 5, par. C5120, Department of State Standardized Regulations, section 280, and DoD 1400.25-M, Subchapter 1250.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
STUDENT OF MIL US SCHOOL	Member's Dependent Student Transportation to a School in the U.S.	A member permanently assigned OCONUS and accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent student is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location. For additional information on definitions of formal education, dependent eligibility, authorized transportation, and baggage restrictions see JFTR, Chapter 5, par. U5260-D.

Table 11-4: Information Only Trip Types

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
EMERGENCY WHILE TDY	Personal Emergencies for a Member on TDY or Away from Home Port	<p>A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip travel and transportation allowances and per diem (while in a travel status) between the TDY/unit location or ship and the PDS, Home port, or other location if authorized emergency leave. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport. For additional information on allowable transportation expenses, cost construction and city-pair airfare use, see JFTR, Chapter 7, par. U7206.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
FAM MEM ILL CIV SPONSOR	Civilian Family Member of a Seriously Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR, Chapter 7, par. C7800 (Civilian employee family members).</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
FAM MEM ILL MIL SPONSOR	Transportation and Per Diem of Family Members of an Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, pars. U5246.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>

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Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
MEDIC EXP FORSPEC NEEDS	Additional Expenses Incurred by an Employee with a Disability or Special Need	<p>Payment is authorized for additional travel expenses that are incurred by an employee with a disability/ special need in the performance of official travel. Note: An employee with a special need is treated the same as an employee with a disability. For additional information regarding definitions and allowance expenses, as well as employment of personal assistants see JTR, Chapter 7, Part J, pars. C7450-C7470.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
MEDIC FAM MEM CIV OCONUS	Dependant Medical Travel and Transportation Allowances When an Employee is Assigned to a Foreign OCONUS PDS	<p>When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, (does not include non-foreign OCONUS locations such as Alaska, Hawaii, Guam & Puerto Rico), are not able to accommodate a civilian employee's dependent's needs, transportation to another location may be authorized for medical and dental care. If possible, medical travel should be scheduled with other non-medical travel however; required medical treatment that cannot be postponed should be authorized. For additional information on eligibility, administration, transportation and per diem allowances, see JTR, Chapter 5, pars. C5134-C5148.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
MEDIC FAM MEM MIL CONUS	Travel to Specialty Care Over 100 Miles	<p>When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Provider. The Military Treatment Facility (MTF), 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. For applicability, transportation and meal and lodging reimbursement see JFTR, Chapter 7, par. U7960.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>

Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
MEDIC FAM MEM MIL OCONUS	Dependant Travel and Transportation OCONUS for Medical Care	<p>Dependents located OCONUS who have an active duty sponsor and who have been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement, may be authorized travel and transportation allowances to the nearest appropriate medical/dental facility where adequate care is available. This provision is allowed when the member has been on active duty for more than 30 days and when care is not available in the member's OCONUS PDS area. For exceptions, transportation/ meal and lodging reimbursement and authorization see JFTR, Chapter 5, par. U5240-C.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
TRAVEL AT NO EXPENSE	Travel at no expense to the government	<p>There are no allowances for members or employees who incur travel expenses under these categories. For more information see JFTR, Chapter 7, par. U7650 (Travel Under Permissive Orders), JFTR, Chapter 7, par. U7651 (Travel Under Orders but not on Public Business), JFTR, Chapter 7, par. U7652 (Return From Leave to Duty Abroad), JFTR, Chapter 7, par. U7653 (Attendance at Public Ceremonies), JTR, and Chapter 7, par. C7200 (General).</p> <p>Trip Type C-PERMISSIVE should be used for this type of travel.</p>

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Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
WITNESS TRAVEL	Travel of Witnesses/ Witness Travel	<p>An active duty member who serves as a witness on behalf of the United States in any cases involving a Service receives TDY travel and transportation allowances, payable from the requesting Service's funds. In cases involving the United States but not the Services, the member receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice. In cases of local, State, the District of Columbia, or U.S. Territory or possession Government in a criminal or civil case and the trial is directly related to a Service or to a member and the Service has a particularly strong compelling and genuine interest the active duty member may receive TDY travel and transportation allowances if competent authority determines that travel is required. A member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel subsistence expense payments with the individual or agency desiring testimony. For more information see JFTR, Chapter 7, Part E.</p> <p>Trip Type AA-Routine should be used for this type of travel.</p>

11.2 Travel Authorization Process for Special Circumstances Travel

This section describes how to create an authorization using SCT trip types. It assumes that the user is familiar with the typical process for creating an authorization in DTS. This chapter only covers the differences that apply to an authorization when the Special Circumstances trip type and a secondary trip type are chosen.

For more information about creating an authorization/order in DTS, see Chapter 2 of this manual.

11.2.1 Selecting a Trip Type

When creating a SCT travel authorization in DTS, the fields and process are the same as typical DTS authorizations until the user selects Special Circumstances from the Trip Type drop-down list (Figure 11-1).

Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: RIO DE JANEIRO * BRA Search ← Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: 05/09/2010 (mm/dd/yyyy)

*Trip Type: Select
Trip Description: Select
AA-ROUTINE TDY/TAD
AB-OPEN ALLOTMENT
AX-ARRANGEMENTS ONLY
B-PERM CHG STA
C-PERMISSIVE
D-HOUSE HUNTING
E-INVITATIONAL
E1-ITA FAMILY TRANS ONLY
E2-ITA FAMILY FULL REIMB
SPECIAL CIRCUMSTANCES

*Trip Purpose: Select

B *I will be traveling - (Select from the list below)
Rental Car Other Time:

Figure 11-1: Special Circumstances Drop-Down List

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This selection causes the Secondary Selection drop-down list to appear (Figure 11-2). The user must also make a selection from this list.

The screenshot shows the Defense Travel System (DTS) interface. At the top left is the logo "Defense Travel" with the tagline "A New Era of Go". The main content area is titled "Trip Overview" and contains several fields: "Booking Travel using the Defense Travel System (DTS) (usually your home or duty station) car, rail) and lodging after", "I am leaving from" (with a radio button), "*Starting Point:" (with a dropdown menu), "*Departing On:" (with a date field), "*Trip Type:" (with a dropdown menu), "*Secondary Trip Type:" (with a dropdown menu showing a list of options), and "Trip Description:" (with a text area). The dropdown menu for "*Secondary Trip Type:" is open, showing a list of options including "AMATEUR SPORTS COMP", "ESCORT-ATTEND EMP RETURN", "CONGRESSIONAL TRAVEL", "MEDIC CONVALESCENT LEAVE", "ESCORT-ATTEND FULL TDY", "MEDIC FAM ATTND OVR100MI", "DISCIPLINARY ACTION", "RECALL FROM LEAVE", "SHIP RELOCATED WHEN AWAY", "TDRL DISABLED PHYS EXAM", "MEDIC MIL MEMBER TDY", "EMERGENCY LEAVE", "NON-FEDERAL HONOR AWARD", "UN PEACEKEEPING TDY", "WITNESS TRAVEL", "EMERGENCY WHILE TDY", "MEDIC EXP FORSPEC NEEDS", "FAM MEM ILL MIL SPONSOR", "MEDIC FAM MEM MIL CONUS", and "MEDIC FAM MEM MIL OCONUS". The "Secondary Trip Type:" dropdown is currently set to "Select". To the right of the form, there is a "Search" button and a "Starting locations in profile:" section with a dropdown menu showing "RESIDENCE" and "DUTY STATION". Below this is a "*Trip Purpose:" dropdown menu set to "OTHER TRAVEL".

Figure 11-2: Secondary Selection List

Note: The Secondary Selection drop-down list shown in Figure 11-2 is for a military member assigned to an OCONUS PDS. The options on the list will vary according to the type of traveler.

In most cases, the selected secondary trip type determines the entitlements that DTS will allow the traveler to select. For Information Only trip types, see Section 11.2.2.

Follow the below steps to select the Special Circumstances trip type and a secondary SCT trip type:

1. Select the **Trip Type** drop-down list arrow.

2. Select the **Special Circumstances** trip type from the drop-down list (Figure 11-1).

The screen refreshes, and a Secondary Selection drop-down arrow appears below the Trip Type list.

3. Select the **secondary trip type** from the Secondary Selection list (Figure 11-2). For a list of the SCT secondary trip types and their definitions, see Tables 11-2 and 11-3.

A pop-up window opens informing the user of the eligibility requirements for the selected SCT secondary trip type (Figure 11-3).

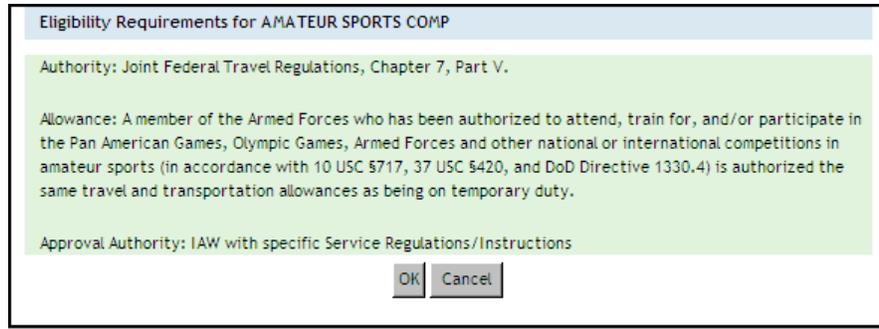


Figure 11-3: Sample Eligibility Requirements Pop-Up Window

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4. Select **OK** to continue.
-OR-
Select **CANCEL** to return to the screen to select another secondary trip type.

The user/traveler should read the eligibility requirements to ensure that they are selecting the correct secondary trip type. Once OK is selected, the Secondary Selection drop-down list no longer displays.

The Trip Type now shows the SCT secondary trip type as the trip type. It cannot be changed. The Trip Purpose defaults to OTHER TRAVEL (Figure 11-4). (If an SCT trip type <Emergency Travel trip type> was chosen, the Trip Purpose defaults to EMERGENCY).

Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: RIO DE JANEIRO * BRA Search

*Departing On: 05/09/2010 (mm/dd/yyyy)

*Trip Type: AMATEUR SPORTS COMP

*Trip Purpose: OTHER TRAVEL

Trip Description:

Starting Locations in Profile:
RESIDENCE
DUTY STATION

Figure 11-4: Trip Overview Screen - SCT Trip Type Selected

11.2.2 Information Only Trip Types

The secondary trip types listed below are for information only. These are calculated in the same manner as travel that is normally accomplished using Routine, Permissive, or Invitational trip types:

- EMERGENCY WHILE TDY
- FAM MEM ILL CIV SPONSOR
- FAM MEM ILL MIL SPONSOR
- MEDIC EXP FORSPEC NEEDS
- MEDIC FAM MEM CIV OCONUS
- MEDIC FAM MEM MIL CONUS
- MEDIC FAM MEM MIL OCONUS
- TRAVEL AT NO EXPENSE
- WITNESS TRAVEL

The below steps explain how to complete a Special Circumstances Information Only authorization.

1. Select the **Trip Type** drop-down list arrow.

2. Select the **Special Circumstances** trip type from the drop-down list.

The screen refreshes, and the Secondary Selection drop-down arrow appears below the Trip Type field.

3. Select the **secondary trip type** from the Secondary Selection list (Figure 11-5). For a list of the SCT Information Only trip types and the eligibility requirements, see Table 11-4.

The screenshot displays a web-based travel system interface. At the top, there are sections labeled A, B, and C. Section A, 'I am leaving from', includes a 'Starting Point' field with 'RES: RIO DE JANEIRO' and a 'BRA' dropdown, a 'Departing On' field with '04/30/2010', and a 'Search' button. To the right, 'Starting Locations in Profile' shows 'RESIDENCE' and 'DUTY STATION'. Section B, 'I will be traveling', includes a 'Trip Type' dropdown set to 'SPECIAL CIRCUMSTANCES', a 'Trip Purpose' dropdown set to 'OTHER TRAVEL', and a 'Secondary Selection' dropdown menu. The 'Secondary Selection' menu is open, showing a list of trip types: 'Select', 'STUDENT DODEA ACADEM C C', 'ESCORT-ATTEND EMP RETURN', 'FAM MEM CIV ILL MIL SPON', 'CONGRESSIONAL TRAVEL', 'STUDENT OF CIV US SCHOOL', 'MEDIC CIV EMP OCONUS', 'ESCORT-ATTEND FULL TDY', 'EMERGENCY VISIT TRVL EVT', 'MEDIC FAM ATTND OVR100MI', 'FEML-FUND ENVIRO MORALE', 'FAM VISIT TRAVEL (FVT)', 'PRE EMPLOYMENT FULL TDY', 'PRE EMPLOY PERDIEM ONLY', 'PRE EMPLOY TRANS ONLY', 'LABOR ORG REPRESENTATIVE', 'R R AND SPECIAL R R', 'NON-FEDERAL HONOR AWARD', 'WITNESS TRAVEL' (highlighted), 'EMERGENCY WHILE TDY', 'TRAVEL AT NO EXPENSE', 'MEDIC EXP FORSPEC NEEDS', 'FAM MEM ILL CIV SPONSOR', and 'MEDIC FAM MEM CIV OCONUS'. Section C, 'My TDY location', includes a 'Location 1' field and a 'Location Tools' section with a 'Search by:' field and a 'Location' button. There are also radio buttons for 'Rental Car' and 'Other', and a 'Time:' dropdown set to 'Select'.

Figure 11-5: Secondary Selection List

Note: The Secondary Selection list shown in Figure 11-5 is for a civilian employee assigned to an OCONUS PDS. The options on the list will vary according to the type of traveler.

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A pop-up window opens with the eligibility requirements for the selected secondary trip type (Figure 11-6).

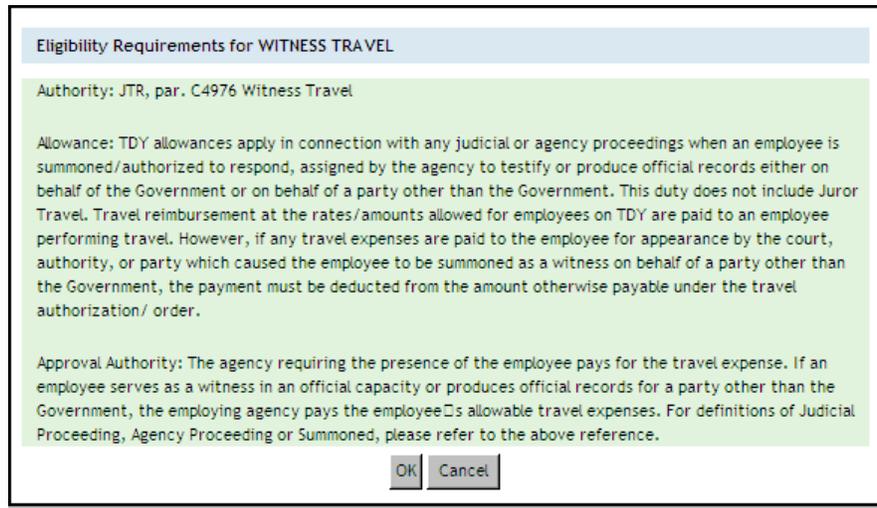


Figure 11-6: Sample Eligibility Requirements Pop-Up Window

4. Read the eligibility requirements and select **OK**. Since this trip type is for information purposes only, DTS prompts the traveler to select a new trip type.
-OR-
Select **CANCEL**. The Document List screen opens and DTS removes the created authorization.
5. If **OK** was selected, choose a new trip type that is applicable for the trip purpose. See Table 11-4 for guidance on which trip type to use.
6. Complete the Trip Overview screen and continue creating the authorization.

11.2.3 Preview Trip Screen

The eligibility requirements may be viewed or printed from the Preview Trip Screen at any time by following the below steps:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens.

2. Select **Click here for eligibility** (Figure 11-7).

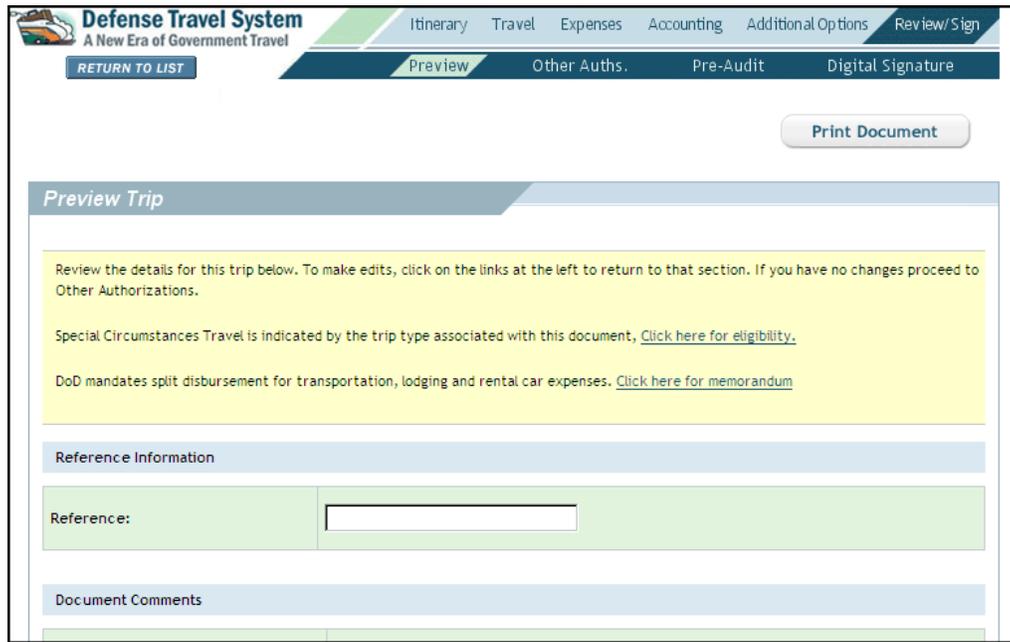


Figure 11-7: Preview Trip Screen Eligibility

The eligibility requirements for the applicable SCT type display.

3. Choose **OK** to return to the Preview Trip screen.
- OR -
Choose **Print** to print a copy of the eligibility requirements.

11.3 Dependent Travel

Several SCT secondary trip types may be used for dependent travel. Dependents of the traveler may be added to the authorization for the secondary trip types listed below. This is similar to the Invitational Family Member - Full or Limited Reimbursement trip types.

- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FAM MEM CIV ILL MILL SPON
- *FAM MEM ILL CIV SPONSOR
- *FAM MEM ILL MIL SPONSOR
- FEML-FUND ENVIRO MORALE
- MEDIC CIV EMP OCONUS
- MEDIC FAM ATTND OVR 100MI
- STUDENT DODEA ACADEM C C
- STUDENT OF CIV US SCHOOL
- STUDENT OF MIL US SCHOOL
- STUDENT SPEC DODEA EVAL

*Information Only trip types. See Section 11.2.2 and Table 11-4 for guidance on these trip types.

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Note: DTS requires a separate authorization for each dependent.

When any of the above Special Circumstances trip types are selected, the Dependent Travel box appears in Section A of the Trip Overview screen (Figure 11-8).

A screenshot of the Trip Overview Screen - Dependent Travel Box. The form is titled "I am leaving from - (Select from list or enter below):" and includes a search icon. The "Starting Point" field contains "RES: RIO DE JANEIRO" and "BRA" with a "Search" button. The "Departing On" field contains "06/14/2010" and a calendar icon. The "Trip Type" dropdown is set to "MEDIC FAM ATTND OVR100MI" and the "Trip Purpose" dropdown is set to "OTHER TRAVEL". A "Starting Locations in Profile" box contains "RESIDENCE" and "DUTY STATION". A blue arrow points from this box to the "Starting Point" field. Below the form is a "Trip Description" text area and a "Dependent Travel" checkbox.

Figure 11-8: Trip Overview Screen -Dependent Travel Box

To indicate that the authorization is for the dependent, the traveler must check the Dependent Traveler box while creating an authorization using the traveler's profile. The DTS traveler is known as the sponsor to the dependent. The steps shown below are given to assist when preparing dependent travel:

1. Check the **Dependent Travel** box.

A pop-up message displays information about reimbursements and any restrictions for the dependent's travel (Figure 11-9).

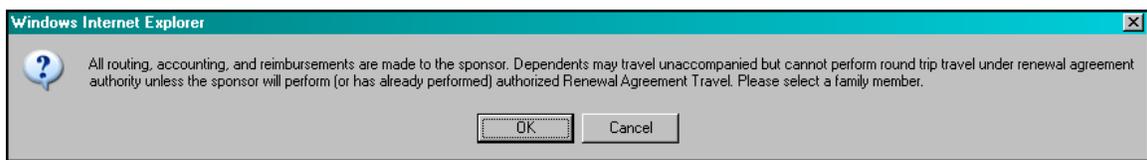


Figure 11-9: Dependent Travel Pop-Up Message

2. Choose **OK** to continue creating the authorization for a dependent.
-OR-
Choose **Cancel** to return to the Trip Overview screen. This clears the Dependent Travel box.

If **OK** was selected, the Dependent Search screen opens. This screen lists all dependents in the traveler's profile (Figure 11-10).

Figure 11-10: Dependent Search Screen

3. Select the **radio button** to the left of the dependent to be named on the authorization.

If the dependent's name is not listed, use the steps shown below:

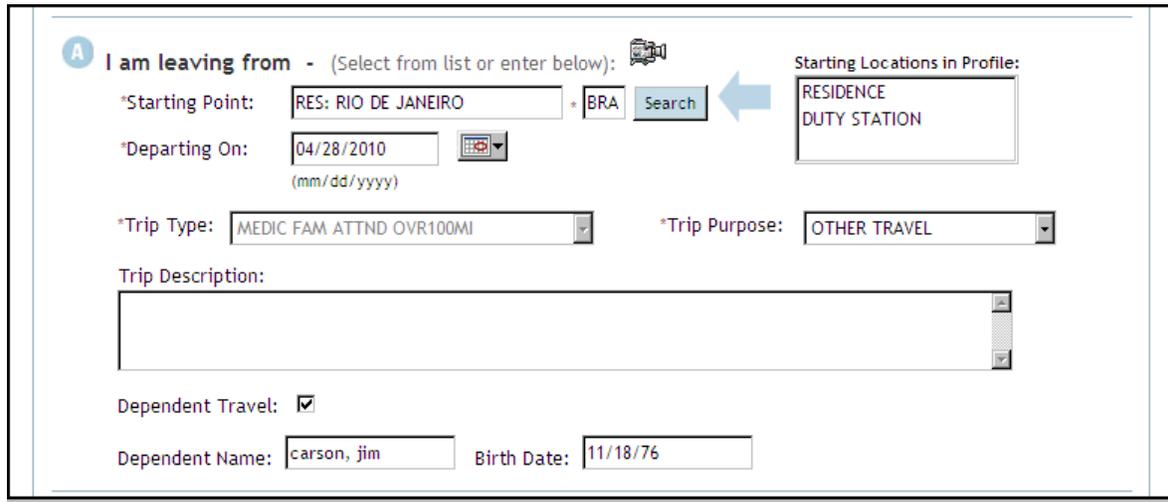
- a) Complete the fields in the **Create Dependent** section.
- b) To add the dependent to the sponsor's profile, check the **Save to Permanent Profile** box, and then select **Create**.

The screen refreshes and the dependent appears in the **Choose a Dependent** section.

- c) Select the **radio button** to the left of the dependent to be named on the authorization.
4. Choose **Select and Close**.
-OR-
Choose the **Cancel** button to return to the Trip Overview screen without selecting a dependent.

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The Trip Overview screen refreshes. The Dependent Information displays on the screen (Figure 11-11).



The screenshot shows a web form for trip overview. At the top left, there is a section titled "I am leaving from - (Select from list or enter below):" with a small icon of a person. Below this, there are several input fields: "*Starting Point:" with a text box containing "RES: RIO DE JANEIRO" and a dropdown menu with "BRA" selected, followed by a "Search" button; "*Departing On:" with a date picker showing "04/28/2010" and a calendar icon; "*Trip Type:" with a dropdown menu showing "MEDIC FAM ATTND OVR100MI"; and "*Trip Purpose:" with a dropdown menu showing "OTHER TRAVEL". To the right of these fields is a box labeled "Starting Locations in Profile:" containing "RESIDENCE" and "DUTY STATION". A blue arrow points from this box towards the "Search" button. Below the input fields is a "Trip Description:" label followed by a large text area. At the bottom, there is a "Dependent Travel:" checkbox which is checked, and "Dependent Name:" and "Birth Date:" fields with the values "carson, jim" and "11/18/76" respectively.

Figure 11-11: Trip Overview Dependent Information

5. Complete the Trip Overview screen and complete the authorization.

11.4 Alternate Location Travel

The option to enter and travel to an alternate location or airport instead of the designated location or airport appears if one of the SCT trip types below is chosen:

- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- R R AND SPECIAL R R
- STUDENT OF MIL US SCHOOL

Selecting one of these trip types will change the name of the *My TDY Location* field in Section C of the Trip Overview screen to *My Designated Location*.

The user must select a designated location and specify a designated airport. Choosing an alternate location is optional. Travel to either location is authorized; the traveler will be limited to the General Services Administration (GSA) City-Pair fare for the designated location in cases where the alternate location is more costly. Refer to the applicable JFTR/JTR reference displayed in the Eligibility Requirements window for more information.

Beginning in Section C of the Trip Overview screen, follow the below steps to add an alternate location:

1. Use the **location tools** to select the designated location.

After the location has been selected, DTS completes the airport field with the code of the closest airport.

The screen refreshes and the **My Alternate Location is (Optional)** field appears (Figure 11-12).

Figure 11-12: Trip Overview Alternate Location Field

2. Complete the **My Alternate Location is (Optional)** location field. This is optional.
3. Complete the Trip Overview screen.
4. Select **Save and Proceed**.

If the alternate GSA City-Pair fares is less than or equal to the designated GSA City-Pair fares, then the traveler may continue.

A pop-up message displays the combined GSA City-Pair fares for the designated location and the alternate location (Figure 11-13).

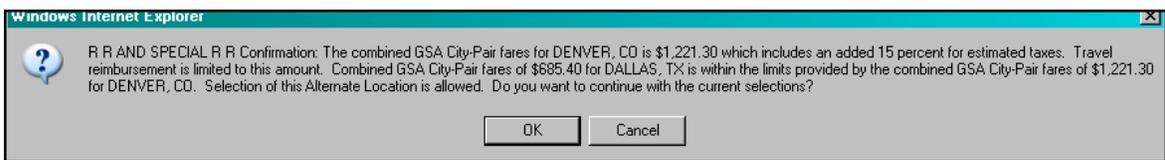


Figure 11-13: GSA City Pairs Pop-Up Message

5. Choose **OK** to proceed.
-OR-
Choose **Cancel** to enter a new alternate location.
6. Proceed with selecting air reservations and creating the rest of the authorization.

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If the cost of the GSA City-Pair fares to the alternate location exceeds the cost of the GSA City Pair fares to the designated location, a pop-up message displays the combined GSA City-Pair fares (Figure 11-14). Select **OK** to proceed. The Trip Overview screen opens. Select a new **alternate location**.

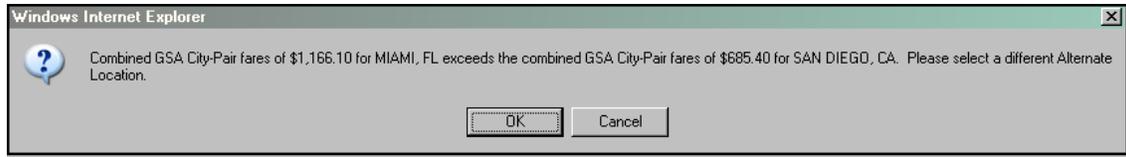


Figure 11-14: GSA Exceeds Designated GSA Pop-Up Message

If no airport is found for the designated location, the traveler is prompted to select another location (Figure 11-15). Select **OK** to proceed.

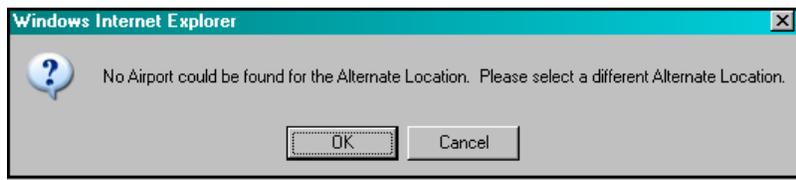


Figure 11-15: No Airport Found Pop-Up Message

When no GSA City-Pair fare exists for a designated location, the user may continue (Figure 11-16). The CTO and AO must ensure that expenses do not exceed the cost of travel to the designated location.

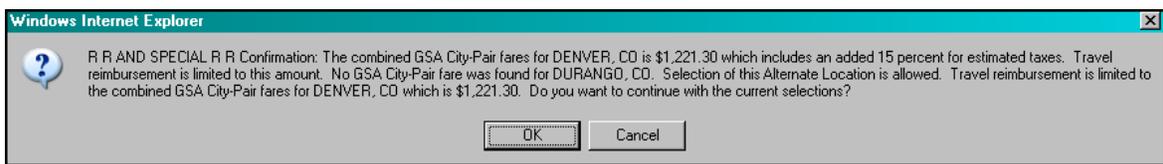


Figure 11-16: No GSA City Pair Fare Pop-Up Message

11.5 Transportation Only Trip Types

The below secondary trip types shown below allow transportation reimbursement only:

- DISIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY TRANS ONLY
- R R AND SPECIAL R R
- STUDENT DODEA ACADEM C C
- STUDENT OF MIL US SCHOOL

Reimbursement is set to the requirements in the JFTR/JTR. Depending on the secondary trip type, the following may be authorized:

- Government transportation
- Government procured transportation
- Commercial travel
- Privately owned conveyance (POC)

If Government transportation is used, no reimbursement will be authorized. However, a voucher from authorization is required.

DTS blocks non-mileage expenses that are not transportation-related.

If the user attempts to enter lodging costs or other per diem expenses, a message informs the user that per diem expenses are not allowed for this trip type (Figure 11-17). The user must select **Return** to complete the authorization.

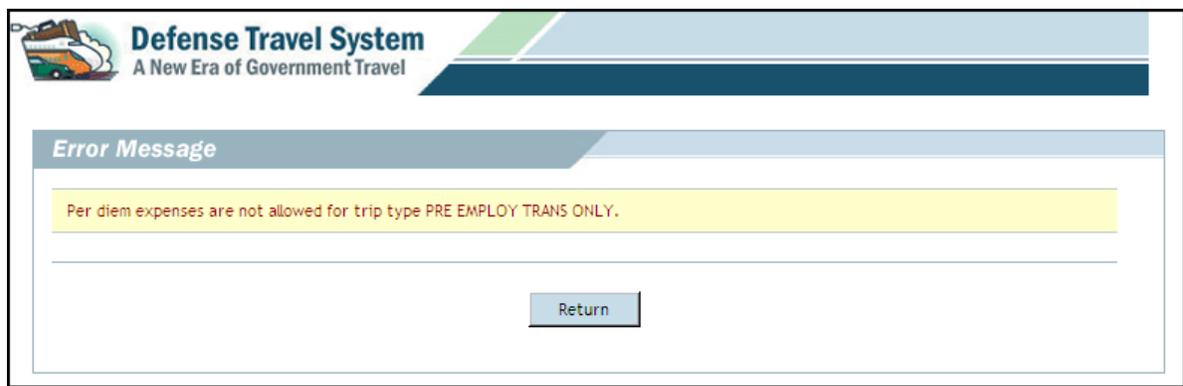


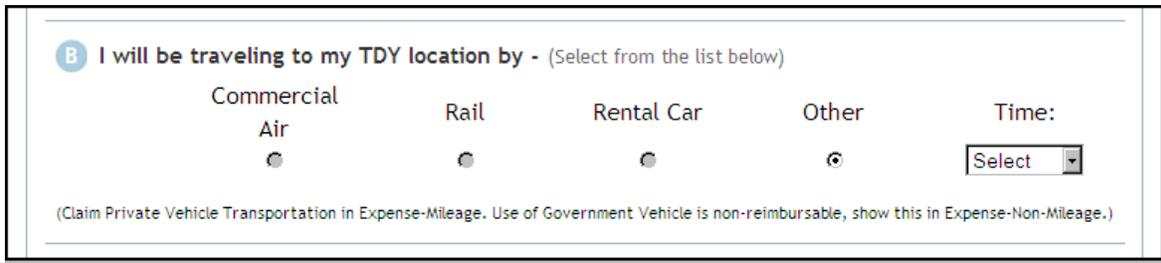
Figure 11-17: Per Diem Expenses Not Allowed Message

11.6 Per Diem Only Restriction

The secondary trip type shown below allows reimbursement for per diem only:

- PRE EMPLOY PERDIEM ONLY

On the Trip Overview screen, Section B, I will be traveling to my TDY location by, defaults to “Other.” This selection cannot be changed (Figure 11-18).



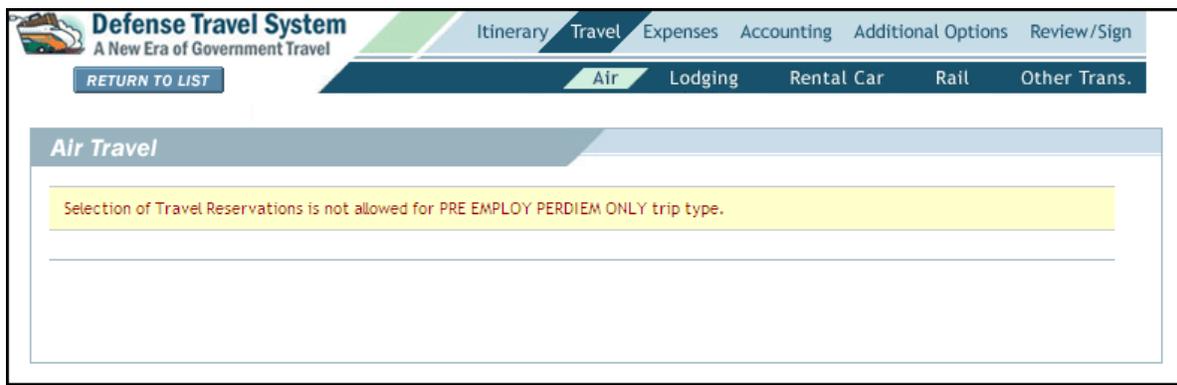
The screenshot shows a form titled "B I will be traveling to my TDY location by - (Select from the list below)". Below the title are five radio button options: "Commercial Air", "Rail", "Rental Car", "Other", and "Time:". The "Other" option is selected. To the right of the "Time:" label is a dropdown menu with "Select" and a downward arrow. Below the options is a note: "(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)".

Figure 11-18: Trip Overview Screen - Transportation Mode “Other”

After the Trip Overview screen is completed and refreshes, Section D, I will be returning from my TDY by, defaults to “Other.” This cannot be changed.

If the user/traveler selects **Save and Proceed** on the Trip Overview screen, DTS displays the Preview Trip screen to complete the authorization.

If the user/traveler attempts to enter reservations or other ticketed transportation, a message displays. It explains that reservations are not permitted for authorizations using this trip type (Figure 11-19).



The screenshot shows the Defense Travel System interface. At the top, there is a navigation bar with tabs: "Itinerary", "Travel", "Expenses", "Accounting", "Additional Options", and "Review/Sign". Below the navigation bar is a sub-navigation bar with tabs: "Air", "Lodging", "Rental Car", "Rail", and "Other Trans.". A "RETURN TO LIST" button is visible on the left. The main content area is titled "Air Travel" and contains a yellow message box with the text: "Selection of Travel Reservations is not allowed for PRE EMPLOY PERDIEM ONLY trip type."

Figure 11-19: Travel Reservations Not Allowed Message

If **Non-Mileage** is selected in the Expenses module, a message explains that non-mileage expenses are not permitted for authorizations using this trip type.

If **Mileage** is selected in the Expenses module, a message explains that mileage expenses are not permitted for authorizations using this trip type.

11.7 Per Diem Only On Travel Days

The secondary trip type shown below permits per diem on travel days only:

- STUDENT OF CIV US SCHOOL

The dependent student is authorized per diem while traveling to and from school when the actual travel time in each direction exceeds 12 hours. Per diem entitlements for non-travel days will be read-only and zeroed out (Figure 11-20).

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/29/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$147.00	\$147.00 Personal	\$53.25 Personal	147 / 71	NONE				
08/30/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				
08/31/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				
09/01/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				
09/02/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				
09/03/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				
09/04/10	SAN DIEGO STATE UNIVERSITY, CA	Edit	Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	147 / 71	PDTD				

Figure 11-20: Per Diem Entitlements Screen

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11.8 TDRL Actual Meals

The secondary trip type shown below is for reimbursement of actual meal charges while an individual is a patient at a medical facility:

- TDRL DISABLD PHYSICAL EX

A military member admitted to a medical facility is authorized per diem equal to the actual daily charges paid for the day after arrival at the medical facility through the day before departure.

Follow the below steps to claim actual meals:

1. Select **Expenses** from the navigation bar.
2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 11-21).

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/03/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$55.00	\$55.00 Personal	\$53.25 Personal	226 / 71	QTRS				AVAIL
05/04/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/05/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/06/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/07/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/08/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	\$0.00	\$0.00 Personal	\$53.25 Personal	226 / 71	MESS	M	M	M	AVAIL

Reset All Edit All

Figure 11-21: Per Diem Entitlements Screen

3. Select **Edit** next to the date to be changed.

The Per Diem Entitlements Detail screen opens.

4. Select **Hospital Stay** in the Duty Conditions section (Figure 11-22).

Figure 11-22: Per Diem Entitlements Detail - Duty Conditions Section

5. Select **Special Rate** in the Meals section (Figure 11-23).

Figure 11-23: Per Diem Entitlements Detail - Meals Section

6. Enter the actual charges paid for meals that day in the **Cost** field.
7. Select **Save These Entitlements**.

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- Repeat Steps 3 through 6 as needed to claim reimbursement for meals on other days.
- Complete the authorization and submit.

11.9 Cadets and Midshipmen

TDY allowances are the same as for military officers with one exception. No per diem is permitted on TDY days to another service academy when Government quarters and a Government dining facility are available.

When this exception applies, the below steps serve as a guide to zero out per diem:

- Select **Per Diem Entitlements** under the **Expenses** tab.

The Per Diem Entitlements screen opens (Figure 11-24).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/05/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$45.75 Personal	120 / 61	NONE				
09/06/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$61.00 Personal	120 / 61	NONE				
09/07/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$61.00 Personal	120 / 61	NONE				
09/08/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$61.00 Personal	120 / 61	NONE				
09/09/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$61.00 Personal	120 / 61	NONE				
09/10/10	NAVAL ACADEMY, MD	Edit	Reset	\$120.00	\$120.00 Personal	\$61.00 Personal	120 / 61	NONE				
09/11/10	NAVAL ACADEMY, MD	Edit	Reset	\$0.00	\$0.00 Personal	\$45.75 Personal	120 / 61	NONE				

Reset All Edit All

Figure 11-24: Per Diem Entitlements Screen

- Select **Edit All**.

The Per Diem Entitlements Details screen opens.

3. Select **TDY To Academy** in the *Duty Conditions* section (Figure 11-25).

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home
- TDY To Academy

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Figure 11-25: Per Diem Entitlements Detail - Duty Conditions Section

4. Select **Save These Entitlements**.
5. Complete the authorization and submit.

11.10 Congressional Travel

This SCT trip type allows for Congressional Travel:

- CONGRESSIONAL TRAVEL

Congressional Travel must be authorized by the Secretary of Defense or the Service Secretary.

A service member or a DoD civilian employee accompanying a member of Congress or a Congressional employee on official travel is authorized reimbursement for travel and transportation expenses. See JFTR, Chapter 7, Part U (military members) and JTR, Part 1 (civilian employees).

11.11 Blocked Scheduled Partial Payments

The SCT trip types listed below do not allow for scheduled partial payments (SPPs):

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- RECALL FROM LEAVE
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL
- STUDENT DODEA ACADEM C C
- STUDENT OF MIL US SCHOOL

If **Partial Payments** is selected under Additional Options, a message explains that SPPs are not allowed (Figure 11-26).



Figure 11-26: Scheduled Partial Payments Not Allowed Message

11.12 Blocked Advances

The SCT trip types listed below do not allow advances:

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL

If Advances is selected under Additional Options, a message explains that advances are not allowed (Figure 11-27).

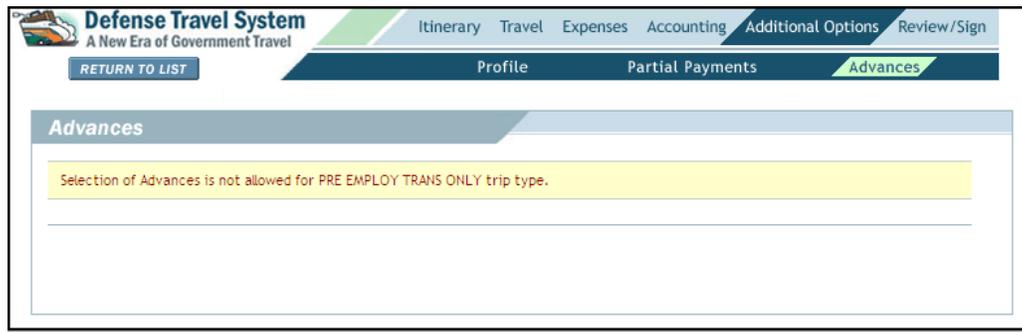


Figure 11-27: Advances Not Allowed Message

11.13 Limited Terminal Entitlements

The SCT trip types listed below do not allow transportation expenses to a transportation terminal at the PDS, home or destination, and the airport:

- EMERGENCY VISIT TRVL EVT
- FAM VISIT TRAVEL (FVT)

A pop-up message will display if the below expenses are selected from the drop-down list and saved (Figure 11-28). Additionally, an Other Authorization is triggered that must be justified and cannot be removed unless the expense is removed.



Figure 11-28: Terminal Expenses Not Authorized Pop-Up Message

The below non-mileage expenses will not be reimbursed:

- Commercial Auto - Terminal
- Taxi - Terminal

The below mileage expenses will not be reimbursed:

- Pvt Auto - Terminal
- Pvt Motorcycle - Terminal

11.14 Excess Baggage Limitations

The SCT trip types listed below do not authorize reimbursement for excess accompanied or unaccompanied baggage charges:

- EMERGENCY VISIT TRVL EVT
- FAM VISIT TRAVEL (FVT)

The Excess Baggage expense will not be available in the Non-Mileage drop-down list.

11.15 Review and Approval of SCT Authorizations

Many of the SCT trip types must be approved by specific personnel, medical, or other authorities. In such cases, a conditional routing list may be needed to ensure that the document is routed to the appropriate officials. A specific routing list may be created for multiple or individual SCT trip types. See the *Defense Travel Administrator's (DTA) Manual*, Chapter 5 for more information.

During the document approval process, DTS displays information for SCT trips regarding eligibility, authority, and related entitlements (Figure 11-29). Routing Officials and AOs should review this information and select **OK** to proceed or **PRINT** to print a copy of the eligibility requirements.

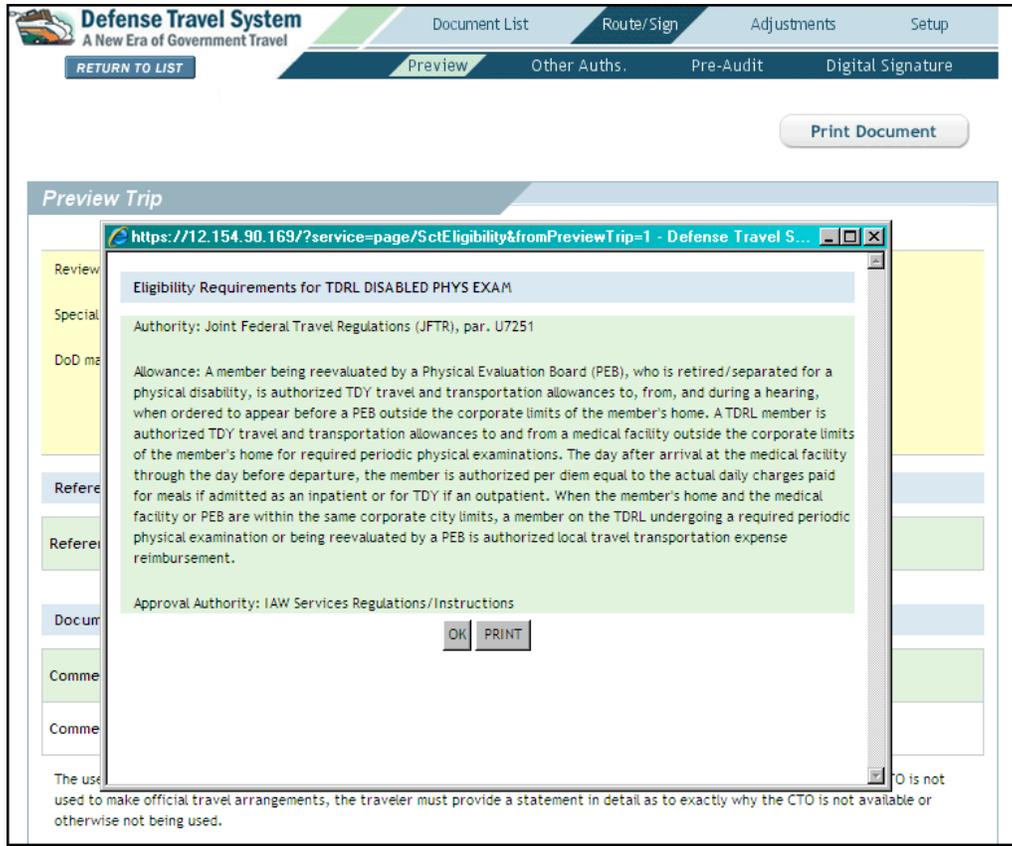


Figure 11-29: Sample Eligibility Screen

Note: All travelers and users must view the Eligibility Requirements screen once per session when accessing the Trip Preview screen.

All users may view or print eligibility requirements from the Preview Trip screen. See Section 11.2.3.

The AO must ensure that all substantiating documentation is attached to the document and is in accordance with local business rules.

For information on approving documents in DTS, see Chapter 6 of this manual.

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