VOLUME 2

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

JOINT TRAVEL REGULATIONS

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES:
(a) Department of Defense Civilian Personnel, Volume 2, Joint Travel Regulations
(b) CPR T3, with all changes thereto
(c) NCPI 4650, with all changes thereto
(d) AFM 40-10, with all changes thereto
(e) Department of Defense Directive 5154.20, dated 23 June 1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to travel of any civilian employees of the Department of Defense are rescinded.

In accordance with reference (e), the regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination will be reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (MPP)

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. §2385(d)), who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole entitlement regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees***. At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);

2. the United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;

3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and

4. decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

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 the PDTATAC.

Correspondence to GSBCA should be addressed to:
General Services Administration
GSA Board of Contract Appeals
18th & F Sts., NW
Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, July 22, 1998).

For GSBCA information/decisions visit their website at: ***http://www.gsbca.gsa.gov/*.**

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE*: *Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C 1 052 -B2b(3)
JTR . . . . . .
Chapter 1. . . . . .
Paragraph 052 . . . . . .
Subparagraphs . . . . . .

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

*Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the entitlements in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in ***http://www.dtic.mil/perdiem/pdrates.html***. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (***http://www.dtic.mil/perdiem***/) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant Secretary of the Army (M&RA), Attn: SAMR-CPP-SM, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.

2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.

*5. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed within each Service as follows:

1. Army. The JTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 1655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication re-supply channels.

2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications,

Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate milstrip requisition must be submitted for each change/basic.

(a) ***For up to 3 copies***, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098; If you have internet, you may order the changes on website ***www.nll.navsup.navy.mil***, then go into P2003 search/order, fill out milstrip requisition on line.

(b) ***For more than 3 copies***, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy, (Financial Management and Comptroller) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, or DSN 222-4900 or E-Mail to: ***Schlegel.Willie@HQ.NAVY.MIL.***

(c) ***For changes in distribution***, mail, fax, or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b), above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001.

7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page ***http://www.dtic.mil/perdiem/***.

JOINT TRAVEL REGULATIONS (JTR)

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DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));

2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;

3. civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);

4 civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;

5. persons who perform TDY under DoD ITOs involving Government business (including foreign citizen indirect hires);

6. National Guard technicians employed pursuant to 32 U.S.C. §709;

7. persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and

8. new appointees to the senior executive service and certain Presidential appointees.

B. DoD Test of Simplified Travel Entitlements. Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),

2. contractors' representatives and contractors' employees under contracts with DoD, and

3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation entitlement but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further entitlement implementation by the separate departments. The

separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

***C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)**

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)

***NOTE 1*: For FTA policy, payment and procedural guidance, refer to Department of State Standardized Regulations (DSSR), Section 240.**

***NOTE 2*: Employees transferring from a CONUS or a non-foreign OCONUS area PDS to a PDS in a foreign country are entitled to the MEA in JTR, Chapter 9 and NOT the allowance described in item 1 below (DSSR, Section 242.6).**

The FTA is a DoS allowance (5 U.S.C.§5924(2)(A)) that reimburses certain expenses when appointed or PCSing to a foreign PDS. The FTA applies to new appointees and employees as indicated below. This includes expenses incurred before leaving the United States or non-foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense (***this portion is allowable only for DoD new appointees being assigned to the first PDS***),

2. Wardrobe Expense (***this portion is not allowable for DoD civilian employees***),

3. Predeparture Subsistence Expense (***this portion is allowable for DoD employees PCSing from a PDS in the U.S. or a non-foreign OCONUS area to a PDS in a foreign country or for new appointees going to their first PDSs in a foreign country)***, and

4. Lease Penalty Expense ***(this portion is allowable for all DoD employees whether newly appointed, or PCSing, to a foreign PDS)***.

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation entitlements are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an entitlement exists or may be authorized.***

B. Travel Justification

1. Directed Travel. Travel and transportation at Government expense may be directed only:

   a. when officially justified, and

   b. by means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

   a. perform official travel at personal expense, or

   b. at reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

   a. denying reimbursement for official travel, or

   b. reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the ***employee*** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C4108 governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

   a. the employee and both the losing/gaining agencies agree on a shorter period;

   b. other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or

   c. there are emergency circumstances.

C. Relocation

1. Authorization. When Government-funded relocation is authorized:

   a. a written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,

   b. the DoD component should advise an appointee/employee not to incur relocation expenses (in anticipation of a relocation) until the written notification has been received,

c. the travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C4051 for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) successive changes to these regulations governing relocation allowances, and

(2) the extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes. A summary of the allowance rates in effect on specific dates is in Appendix G for reference purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. Travelers under official travel orders may use:

1. Government quarters,

2. food services,

3. exchanges, and

4. recreational facilities owned, operated, or under the jurisdiction of the DoD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated December 15, 1992, AAFES Operations, {www.usapa.army.mil}, Department of Defense Directive 1330.9, dated December 15, 1986 (ASD FM&P), Subject: Armed Services Exchange Regulations, and Department of Defense Directive 1330.17-R, dated August 3, 1990, Subject: Armed Services Commissary Regulations {web7.whs.osd.mil/dodiss/directives/dir2.html} and at the discretion of the local commander.

***C1052 TRAVEL AND TRANSPORTATION FUNDING**

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at http://www.cpms.osd.mil/cpm/docs/630.pdf.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign Area and/or Country," and "OCONUS" (overseas).

B. Movement Between Different Departments and Agencies or DoD Components

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary movement costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see JTR, par. C4100).

2. Reduction in Force (RIF)/Transfer of Function. Necessary costs for a transfer between different DoD activities of an employee, identified for separation/demotion caused by RIF/transfer of function, must be paid by the losing activity except for:

(a) transfers to, from, or between foreign countries, and

(b) NTS when assigned to an isolated PDS within CONUS.

A losing DoD activity must endeavor to have a non-DoD gaining activity pay the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume the expense, the cost must be paid by the losing activity. The cost of transfers between different DoD components to, from, or between foreign countries for employees, identified for separation or demotion caused by RIF/transfer of function, must be paid by the gaining activity.

3. Movement Under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies whether or not the employee is serving with/without an agreement. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2, above.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C4100-C. Par. C4102 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a househunting trip (if the employee is eligible) and TQSE for an:

a. employee who completes the prescribed tour of duty under the current agreement;

b. employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;

c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and

d. employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer Due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

NOTE: See Appendix A for the definition of "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position While on Leave in the U.S. An employee who:

a. returns to the U.S. under a renewal agreement, and

b. arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel order to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS

movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component Without a Break in Service After Separation from the Losing Activity. When an employee under an agreement:

a. returns to the actual residence or an allowable alternate destination in the U.S. for separation, and

b after arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 i.d. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. ***See DoD Instruction 1342.25, par. 5.4.5, dated October 30 1996, (available at: http://web7.whs.osd.mil/corres.htm) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)."concerning eligibility for reimbursement for official travel.***

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and

2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

NOTE: See website http://web7.whs.osd.mil/dodiss/instructions/ins2.html for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,

2. visas,

3. immunizations,

4. advance clearance,

5. special conditions, and

6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.

2. Travel Requirements

a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:

(1) a foreign country, or

(2) a territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***.

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. ***Employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTO's), and are encouraged to use those quarters when TDY to a U.S. installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;

2. when an authorizing/order-issuing official ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.*** determines Government quarters use would adversely affect mission performance;

3. during en route travel periods; or

4. for TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;

2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and

*3. ***(effective 19 February 2002)*** the 2-year period is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, relocation allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's effective date of transfer.

C1058 PRUDENCE IN TRAVEL

A. Obligation to Exercise Prudence

1. An employee must exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense.

2. An employee must maintain records to validate expenses of $75 or more and all lodging costs.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the employee's financial responsibility.

B. Starting and Ending Travel

1. General

a. The travel order establishes when travel status starts and ends.

b. Ordinarily, an employee on official travel is not required to travel during unreasonable hours at night.

c. When night travel is required, the only acceptable sleeping accommodations are:

(1) ship staterooms, and

(2) train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses do not constitute acceptable sleeping accommodations.

d. An employee should not be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 i.d. 448 (1982)).

2. Travel During Normal Hours of Rest

a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:

(1) to start at, near, or after the end of the employee's regularly scheduled duty hours;

(2) during normal hours of rest and the transportation mode does not provide adequate sleeping accommodations.

b. Rest stops should:

(1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,

(2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and

(3) not be authorized/approved if an employee takes leave at a stop over.

3. Travel During Regular Hours of Duty. Travel should be scheduled so an employee travels during regular duty hours. To prevent travel during off-duty hours it is not unreasonable for an employee to:

a. depart from the PDS the afternoon before the day the employee is required at the TDY station, or

b. depart from the TDY station the morning after completing a TDY assignment, provided the employee is not required to be at the PDS that morning.

4. Travel During Off-Duty Hours. When an employee must travel on off-duty hours, no more than 1 additional travel day should be allowed.

Example 1: An employee completes official TDY duty on Friday afternoon. The employee should leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the employee from traveling after regular duty hours, the order-issuing/authenticating official may delay departure until the next day (in this case, Saturday). The employee receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the employee receives 75% M&IE for Saturday. Any additional days of delayed travel are at the employee's expense.

Example 2: An employee is required to attend a conference that starts at 0800 on Monday morning. If the employee is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one day of travel as though the employee had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Any additional days of early travel are at the employee's expense.

C. Rest Stops When OCONUS Travel is Involved

1. General. A rest stop, of 24 hours or less, may be authorized/approved when:

a. the origin or destination point is OCONUS,

b. direct travel between authorized origin and destination points is separated by several time zones,

c. air travel between the two points is in less than premium-class accommodations, and

d. the scheduled flight time, including stop-overs, exceeds 14 hours by a direct or usually traveled route. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS***.

2. Location of Rest Stop. A rest stop:

a. may be authorized/approved at ***any intermediate*** point, and

b. should be as near to midway in the journey as authorized carrier scheduling permits.

3. Travel by Indirect Route. A rest stop shall not be authorized/approved when an employee chooses to travel by an indirect route, ***for personal convenience,*** causing excess travel time.

4. Per Diem. The rest stop per diem rate is the rest stop location rate.

5. Rest Period Before Reporting For Duty. A reasonable rest period at the TDY point is recommended before the employee reports for duty when:

a. authorized carrier schedules prevent an intermediate rest stop,

b. a rest stop is not authorized/approved, or

c. travel is not authorized for premium-class accommodations.

***C1059 HOTEL AND MOTEL FIRE SAFETY -- APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's internet site at: http://www.usfa.fema.gov/hotel/index.htm. Agencies shall be considered to be in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System ***(see Appendix A)*** whenever possible ***(5 U.S.C. §5707a)***.

C1060 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

C1065 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide TDY and PDT distance information,

2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),

3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at http://dtod-mtmc.belvoir.army. mil.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,

5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and

6. website is found at ***http://dtod-mtmc.belvoir.army.mil***.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Employees traveling on official business:

   a. are responsible for their travel expenses, but

   b. should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).

2. Responsibilities. DoD components:

   a. may issue travel advances for certain expenses, as authorized in this Part, and

   b. should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

B. Use of Government-sponsored Contractor-issued Travel Charge Cards. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). ***The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

*C1101 ALLOWABLE ADVANCES

A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on orders.

B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. ***A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.***

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

   1. Origin and destination;

   2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and

   3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). ***An advance is not authorized for non-temporary (extended) storage of HHG.***

F. Movement of Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. ***No advance is authorized when the Government pays the carrier directly.***

G. Househunting Trip (FTR §302-5.16). An advance may be paid for househunting trip expenses. The advance may not exceed the sum of the anticipated transportation costs and either the maximum per diem allowable under the lodgings-plus method in par. C4107-O1 for the location and duration of the househunting trip, or the fixed amount under par. C4107-O2, whichever applies.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred in connection with residence transactions.***

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302–9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

*C1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Government expense on the funds of an agency (see definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.)

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

C1201 ADMINISTRATIVE INSTRUCTIONS

Except for the provisions of Appendix O, each Service may issue necessary administrative instructions for the judicious administration of the provisions contained in this regulation.

*C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses.

*PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 SUBMISSION OF TRAVEL VOUCHERS

Employees should submit travel vouchers as specified in DoDFMR, Volume 9, Travel Policy and Procedures. ***The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C1305 FALSIFIED TRAVEL CLAIMS

When there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense shall not be allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA shall be denied for the entire day on which the suspected expense is claimed. If payment is made before discovery of a suspected falsified expense, the employee must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)). See DoDFMR, Volume 9 for the requirements regarding payments when expense(s) are suspected of the requirements regarding payments when expense(s) are suspected of being fraudulent.

C1310 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

a. lodging expenses regardless of amount, and

b. expenditures of $75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impractical to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. inflated, or

2. higher than normal for similar services in the locality,

they shall be disallowed.

NOTE 1: Travelers are advised to retain ALL receipts for tax or other purposes.

NOTE 2: Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4561-C.

*C1320 LOST/STOLEN TRANSPORTATION TICKET REIMBURSEMENT

If the Government pays for a transportation ticket that becomes lost/stolen, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket.

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, AND BAGGAGE

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C2103 **Use of Buses, Streetcars, or Subways**
A. To and From Carrier Terminals
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CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: CONDITIONS

C2000 GENERAL

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) (see par.C2206-D) for that portion of an indirect route traveled for personal convenience. Any additional expense must be paid by the traveler. All work-day time not justified as official travel must be charged as leave.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,

2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,

3. travelers may not be reimbursed for travel at personal expense (see par. C2207-C) on ships/aircraft of foreign registry, except as specified in par.C2205-F, and

4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). An employee on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. the traveler must pay excess travel/transportation costs, and

2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.

*C. TDY Departure From Dependents' Residence. The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. ***Relative cost should be a consideration.*** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The authorizing/order-issuing official is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for

travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

2. Selecting Method of Transportation To Be Used

a. Contract Air Service. Except as noted herein, the use of discount fares offered by contract air carrier between certain cities (city-pairs) is advantageous to the Government and is mandatory for authorized air travel between those city- pairs. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA website at: ***http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html***) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: ***http://public.transcom.mil/J4/j4lt/dtr.html,*** and then click on ' Part I, Passenger Movement').

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-Contract Rental or Government-Furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-Contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-Furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability When Selected Method not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one of or a combination of the modes of transportation described in par. C2001-A for travel within CONUS shall be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;

2. amount of baggage or working equipment necessary to accompany the traveler;

3. savings in the travelers' productive time (workdays only);

4. availability of adequate accommodations;

5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;

6. savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2207). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost worktime. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

2. Employee Elects Commercial Air or Water. When an employee authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

D. Travel By Aircraft

1. General

a. ***Authorizing/order-issuing officials directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph***.

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.

g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.

3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for:

a. employees performing TDY travel to and from CONUS or between overseas duty points;

b. employees and dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.

5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

6. Necessary for Accomplishment of Mission or When Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order .

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions must apply if a non-contract carrier, or a contract carrier other than the primary contractor, is used for travel within a contract route.

The exception must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official. Those conditions are as follows:

*1. Space or a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JTR, par. C1058);

3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***

4. Rail service is available and that service is cost effective and consistent with mission requirements;

5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;

6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

a. the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.***

NOTE: See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service.

C. Frequently Asked Questions About Using the Contract City Pair Program

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the $2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

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a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see par. C2202-A1 regarding space for pets).

b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuity (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

***12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?**

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE:*** ***Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location (see pars. C4162 and C4440)***.

Example:
Travel authorization states the official travel itinerary as:

From:	Atlanta, GA
To:	San Francisco, CA and
	Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and
	Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from Atlanta, GA, to San Francisco, CA, with United Airlines at $251.

NOTE: The traveler is responsible for any additional costs when, for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair website: ***http://pub.fss.gsa.gov/citypairs/***.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at ***http://www.fss.gsa.gov/citypairs/***, or contact one of the following PoCs below. Phone access should be used ***only*** by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050 GOVERNMENT AUTOMOBILE

A. Requirements

1. When common carrier transportation is not advantageous to the Government and an automobile is required for official travel, a Government furnished automobile must be used, when available.

2. Per diem for travel by Government automobile is computed like PCS POC travel (see par. C4300-A).

3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

B. Exceptions

1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.

2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.

2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

a. duty sites,

b. lodgings,

c. dining facilities,

d. drugstores,

e. barber shops,

f. places of worship,

g. cleaning establishments, and

h. similar places required for the traveler's subsistence, health or comfort.

C2051 GOVERNMENT AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) shall be included in the travel order.

B. Military Aircraft Other Than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate departments.

C2052 NOT USED

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Government loaned aircraft shall not take precedence over normal Government conveyance. Authorization for travel by Aero Club aircraft shall be in accordance with administrative regulations of the Service concerned. Reimbursement for expenses incurred is limited as provided in par. C4703-B.

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/From Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below:

1. between places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;

2. between transportation terminals if free transfer is not provided; or

3. between transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCES USE

A. General. Hiring and using a special conveyance is authorized/approved by the order-issuing official only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://public.transcom.mil/j4/j4lt/dtrpart1.pdf***)

a. ***It is mandatory to obtain rental vehicles through the CTO, when available. NOTE: It is not mandatory to use a CTO when renting an airplane or bus.***

b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.

d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

2. Military Management Traffic Command (MTMC) Policy (website address: ***http://www.mtmc.army.mil***)

a. ***MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.***

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at ***http://dcsop.mtmc.army.mil/travel/car/default.htm***.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursable Expenses For Use of Special Conveyances. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge is reimbursable. When the expenses of operation are included in the rental or hiring charge, the receipt shall include a list of these expenses. When the rental or hiring charge does not include the expenses of operation, such expenses incurred on official business are reimbursable. These expenses include items such as:

1. hiring charge;

2. gasoline and oil;

3. parking;

4. garage, hanger, or boathouse rental;

5. subsistence of operator;

6. ferry fares, bridge, road and tunnel tolls; and

7. traveler access fee (when charged).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

a. the insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or

b. a Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, January 19, 1982).

*2. Damage to Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

*3. Damage Claims. Requests from an employee, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 ***(found at website: http://www.dtic.mil/comptroller/fmr/)***. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,

2. lodgings,

3. dining facilities,

4. drugstores,

5. barber shops,

6. places of worship,

7. cleaning establishments, and

8. similar places required for the traveler's subsistence, health or comfort.

F. To and From Carrier Terminals. The use of a special conveyance may be authorized/approved for travel to and from local carrier terminals, but reimbursement for the total expenses incurred in the use of the special conveyance for any one trip shall not exceed the usual one-way taxi fare, including tip, unless taxi service between the places concerned does not exist. The use of special conveyance to, from and between carrier terminals, other than local terminals may be authorized/approved by the official directing the travel when it is determined neither public nor Government transportation between such points meets the requirements of the ordered travel.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use For PDT. Commercially rented vehicles/special conveyances:

1. may be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,

2. must be authorized in the PCS orders,

3. may not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and

4. are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE*: *Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance In and Around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and From Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;

2. between carrier terminals when needed due to a change of transportation and free transfer is not provided; or

3. from carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS On Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;

2. between transportation terminals when changing transportation mode and free transfer is not provided;

3. between transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or

4. between an airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

CHAPTER 2 - TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, AND BAGGAGE

*PART D: POC TRAVEL

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.

2. ***POC travel may not be directed***; but is permitted when requested by the employee.

3. POC use is encouraged when advantageous to the Government.

4. Necessary POC travel is authorized in the travel order with the appropriate mileage rate (if other than the rate for 'automobile' in par. C2500).

5. POC travel not authorized in advance of travel may be approved by order amendment after travel by the authorizing/order-approving official. See Chapter 3 for travel order policy.

6. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place where the POC is garaged/stored, if advantageous to the Government.

C2153 GOVERNMENT ADVANTAGE DETERMINATION

A. General

1. POC use is authorized only when advantageous to the Government.

2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.

3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;

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

3. Duty locality in relation to traffic conditions, routing, and weather;

4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;

5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC; and

6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

1. Limitations. ***If it is determined that POC travel is incompatible with mission performance, no reimbursement for POC travel is made. This must be documented on the travel order.*** See Chapter 3 for travel order policy.

2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.

3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.

4. Other Costs. The following costs are allowable in determining constructed costs:

a. Tolls, ferry fares, parking fees and other allowable costs in par. C4654;

b. Usual transportation costs to and from common carrier terminals;

c. Excess baggage costs that would have been allowed if the traveler used the authorized transportation mode. The traveler must certify the baggage weight or present other acceptable evidence of its weight.

5. Boarding and Leaving Carrier. Carrier schedules that require departure/arrival between 2400 hours and 0600 hours are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1059-A1c).

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

a. Reimbursement is based on the actual distance traveled (see par. C1065).

b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.

c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

2. Contract Air Fare. If air carrier fares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract air fare.

b. Not available between origin and destination, the constructed cost is limited by the lowest unrestricted coach-class fare between origin and destination.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

SECTION 2: PERMANENT DUTY TRAVEL

***NOTE*: In addition to the provisions of Section 1, the following regulations apply.**

C2159 AUTOMOBILE

A. General

1. Automobile use is advantageous to the Government for:

a. First duty station travel by a newly recruited employee or appointee,

b. PCS travel, or

c. Separation travel.

2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.

3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C4300 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Automobile Use Between CONUS and Alaska, Newfoundland, Mexico, or Central America

1. General. Travel between points in CONUS and Alaska (via Alaska Marine Highway System), Newfoundland, Mexico, or Central America (via Pan American Highway) by automobile may be authorized subject to the conditions in pars. C2162-B and C2162-C.

2. Permanent Duty Travel (PDT) Other than Renewal Agreement Travel (RAT). For PDT other than RAT to and from Alaska, Newfoundland, Mexico, or Central America:

a. The authorized PCS mileage rates in par. C2505 for the official distance between authorized origin and destination points, and

b. The applicable per diem in par. C4300 is payable.

3. Renewal Agreement Travel (RAT) and TDY Travel

a. General. Reimbursement for RAT and all TDY travel (including per diem) to and from Alaska, Newfoundland, Mexico, or Central America, is limited to the transportation modes in pars. C2159-B3b and C2159-B3c that would have been used had travel not been authorized by automobile. Reimbursement limitation is determined at the time of travel order issuance. See Chapter 3 for travel order policy.

b. Transportation Modes to and from Newfoundland. For travel to and from Newfoundland, the transportation mode that would have been used had travel not been authorized by automobile is common carrier in CONUS.

c. Transportation Modes to and from Alaska (via Alaska Marine Highway System), Mexico, or Central America (via Pan American Highway). The transportation modes that would have been used had travel not been authorized by automobile are common carrier in CONUS and:

(1) commercial aircraft from the appropriate aerial POE to the aerial POD, or

(2) Government aircraft from the appropriate aerial POE to the appropriate aerial POD.

The transportation modes in par. C2159-B3c(2) are the basis for reimbursement in the absence of a travel order limitation statement.

4. Reimbursement Limitation. When reimbursement is limited under par. C2159-B3, see par. C4661-B.

5. Statements. Orders must include appropriate authorizations and limitation statements. See Chapter 3 for travel order policy.

C. Using More Than One Automobile

1. General. The use of more than one automobile, within the same household for PDT, may be authorized if:

a. There are more members in the immediate family than reasonably can be transported, together with luggage, in one vehicle;

b. Because of age or physical condition, special accommodations are necessary to transport a family member in one vehicle and a second automobile is required for travel of the other family members;

c. An employee must report to a new PDS before the family members for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or adequate housing is not immediately available at the new PDS);

d. A family member performs unaccompanied travel between authorized points other than those for the employee's travel; or

e. In advance of the employee's reporting date, the family members must travel to the new PDS for acceptable reasons (e.g., to enroll children in school at the beginning of the term).

2. Mileage Allowance

a. When the use of more than one automobile is authorized, the mileage allowance and car ferry fees apply for each automobile.

b. If the same automobile is authorized for more than one trip, the mileage allowance and car ferry fees apply except the mileage rate must be determined on the basis of the number of members of the immediate family who did not accompany the employee on the first trip.

3. Documentation. The applicable conditions in par. C2159-C1 for authorizing the use of more than one automobile or the same automobile for a second trip must be shown in the travel order or indicated by specific approval on the reimbursement voucher. See Chapter 3 for travel order policy.

C2162 AIRCRAFT

A. Privately-Owned Airplane

1. The use of a privately-owned airplane for:

a. First duty station travel by a newly recruited employee or appointee,

b. PCS travel,

c. Separation travel, or

d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Mileage reimbursement for travel by privately-owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C4300.

4. Reimbursement computation for travel by privately-owned airplane is in par. C4661.

Effective 1 April 1999

B. Privately-Owned Aircraft Other Than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

2. Expenses

a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately-owned motorcycle is advantageous to the Government for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel,

3. Separation travel, or

4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Mileage reimbursement for travel by motorcycle that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

C. Travel time is as provided in par. C4300.

D. Reimbursement computation for travel by privately-owned motorcycle is in par. C4661.

C2166 OCEAN-GOING CAR FERRIES

Employees authorized to travel by POC over a route that requires use of one or more car ferries are entitled to:

1. Mileage (see par. C2505) from the old PDS to the car ferry POE and from the car ferry POD to the new PDS. ***NOTE: If more than one car ferry is used, mileage is payable for overland travel between ferries.***;

2. Government-procured transportation or reimbursement for the transportation cost of personal travel for the employee/dependents on the car ferry (including the cost of required staterooms but not the cost of meals);

3. Per diem for the employee as in par. C4553 (see par. C4300 concerning per diem computation for POC travel);

4. Per diem for dependents unless prohibited in par. C7006; and

5. Reimbursement for ferry fees.

NOTE: See par. C2204-B3 for required documentation if U.S. registered ferries are not available.

*SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government-furnished automobile (see definition - Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. Purchase,

2. Rental basis from a GSA interagency motor pool, or

3. Lease for 60 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The POC mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), and the factors in par. C4651-D.

C. Commitments to Use Government-Furnished Automobile or POC

The travel-approving/directing official must obtain a commitment in writing from an employee who is expected to perform extensive official business travel by automobile.

1. The authorizing/order-issuing official must obtain a commitment in writing from an employee who is expected to perform extensive official travel by automobile.

2. The written commitment must indicate whether the employee intends to use a Government-furnished automobile or a POC.

3. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate.

4. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles.

5. Generally, an employee who commits to using a Government-furnished automobile should not be authorized POC mileage reimbursement; however, if an employee occasionally uses a POC when a Government-furnished automobile is available, POC mileage reimbursement may be authorized/approved in accordance with par. C4651-D.

D. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under this paragraph. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-D2 for a Government-furnished automobile, the employee must provide a written statement (that finance regulations may require to be submitted with the voucher) that a commitment to use a Government-furnished automobile was not made, and that POC mileage reimbursement was not limited under par. C4651-D. See Chapter 3 for travel order policy.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2203, C2204-A, and C2205 for exceptions.

B. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.

C. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. Common carrier accommodations are addressed specifically in pars. C2203, C2204, and C2205, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

*J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly

processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

C2203 ACCOMMODATIONS ON TRAINS

A. Policy. It is the policy of the Government that employees who travel by train shall use coach-class accommodations. When adequate reserved coach accommodations are available, officials authorizing travel shall require those accommodations be used to the maximum extent possible. For overnight travel, employees shall use slumber coach sleeping accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class train accommodations may be used only as permitted in par. C2203-C.

B. Authorization/Approval of Use of First-Class Train Accommodations

1. Authorization/Approval. The transportation officer may authorize/approve the use of first-class train accommodations under criteria specified in par. C2203-C.

2. Requirements. Authorization for the use of first-class train accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the transportation officer at the earliest possible time.

C. Use of First-Class Train Accommodations. Circumstances justifying the use of first-class train accommodations are limited to those listed in pars. C2203-C1 through C2203-C4.

1. No Reasonably Available Coach-Class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized/approved only when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are available and scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with scheduled departure time earlier than the time the employee is scheduled to complete the duty.

2. Travel By Employee/Dependent With a Disability. The use of first-class train accommodations may be authorized/approved when necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of first-class train accommodations also may be authorized/approved for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee is authorized use of first-class accommodations and requires the attendant's service en route.

3. Security Reasons. The use of first-class train accommodations may be authorized/approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

a. an employee whose use of coach-class train accommodations would endanger the employee's life or Government property,

b. agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations, and

c. couriers and control officers accompanying controlled pouches or packages.

4. Inadequate Foreign Coach-Class Train Accommodations. The use of first-class train accommodations may be authorized/approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when such use is administratively determined to be more advantageous to the Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations is considered to be advantageous to the Government. Metroliner Club Service is deemed first-class accommodations. First-class accommodations on extra-fare trains may be authorized only as provided in par. C2203-C.

C2204 USE OF COMMERCIAL AIRCRAFT

A. Accommodations

1. General. It is the policy of the Government that employees and/or dependents who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach-class accommodations. First-class airline accommodations may be used only as permitted in par. C2204-5c. Premium-class other than first-class airline accommodations may be used only as permitted in par. C2204-5d. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Authorization/Approval For Use of Premium-Class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations if the criteria in par. C2204-A5c are met. The local transportation officer or other appropriate authority, in conjunction with the order-approving authority, may authorize/approve the use of premium-class airline other than first-class airline accommodations if the criteria in par. C2205-A5d are met. Authorization for the use of premium-class airline accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the local transportation officer or other appropriate authority, at the earliest possible time.

3. Authorization/Approval For Use of First-Class Accommodations. Authority for authorizing/approving the use of first-class air accommodations shall be limited to the Secretary of Defense or Deputy Secretary of Defense or other authority as designated by the SECDEF. The delegation or redelegation of authority to authorize/approve first-class air travel shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances requiring the need for first-class air accommodations. Authorization/approval may only be considered when the criteria in par. C2204-A5c are met.

4. Requirements for First-Class Accommodations Use. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order (see par. C3150-B, item 16) authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points."

5. Employee Responsibility and Documentation in Connection With First-Class Accommodations. The employee shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization/approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization/approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

a. Use of First-Class Air Accommodations. Circumstances justifying the use of first-class air accommodations are limited to those listed in pars. C2204-A5b. and C2204-A5c.

b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.

c. Authorization/Approval Required. The appropriate authority as cited in par. C2204-A3 may authorize/approve first-class airline accommodations when:

(1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.

(2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.

(3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

(a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;

(b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and

(c) couriers and control officers accompanying controlled pouches or packages and premium-class other than first-class airline accommodations are not available.

First-class accommodations may be used without authorization/approval only in one instance--when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make the appropriate entry on the travel order, travel voucher, or GTR as appropriate.

d. Premium-Class Other Than First-Class Use. Circumstances justifying use of premium-class other than first-class airline accommodations are limited to those listed in par. C2204-A5d(1) through C2204-A5d(9). The use of premium-class other than first class accommodations may be authorized/approved when:

(1) regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.

(2) space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

(3) necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under Chapter 4, Part Q, to accompany the employee, when the employee/dependent is authorized use of premium-class other than first-class airline accommodations and requires the attendant's service en route.

(4) such accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer, or other appropriate authority, in conjunction with the order-approving authority, make their use essential to the successful performance of the DoD component's mission.

(5) coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards and the use of foreign flag air carrier service is approved in accordance with the Fly America Act. (See par. C2204-B for rules governing the use of U.S. Flag carriers.)

(6) such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations.

*(7) the employee's transportation is paid in full through the DoD component's acceptance of payment from a non-Federal source in accordance with Chapter 4, Part Q.

*(8) travel is direct between authorized origin and destination points separated by several time zones, either the origin or destination point is outside CONUS, and the scheduled flight time (including stopovers) is in excess of 14 hours. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. C1058-D) is prohibited when travel is authorized by premium-class accommodations.***

NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

B. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. C2204-B3, U.S. flag air carrier service is available if:

a. the carrier performs the commercial foreign air transportation required, and

b. the service accomplishes the mission, even though:

(1) a comparable/different kind of service by a noncertificated air carrier costs less,

(2) noncertificated air carrier service is preferred by the service/traveler, (3) noncertificated air carrier service is more convenient for the service/traveler, or

(3) noncertificated air carrier service is more convenient for the service/traveler, or

(4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at

destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.

c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

e. Foreign air transportation is paid fully directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***

f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.

g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or

(2) extend travel time by at least 6 hours or more; or

(3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp.Gen. 629 (1977)).

3. Nonavailability Documentation. When the order-issuing/authenticating official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

(1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C22104-B4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (***schedules are for illustrative purposes only and do not reflect actual airline schedules***):

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	

Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV
Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-B4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier ***is not payable*** (41 CFR §301-10.143).

C. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier will be advised confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation for transoceanic travel may be authorized/approved only as prescribed in par. C2205-B. An employee and/or dependents may have travel by car ferry authorized/approved as specified in par. C2166. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing/authenticating official when:

1. the travel can be completed only by ship;

2. the travel can be performed more economically or efficiently by ship; or

3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Employees who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. C2205-D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances specified in par. C2205-E may be authorized/approved by the order-issuing/authenticating official.

2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the employee must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;

2. necessary to accommodate an employee's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. C6552, item 1, to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:

a. an employee whose use of least costly first-class accommodations would entail danger to the employee's life or Government property;

b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and

c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Ship Registry Use

1. General. U.S. flag ships shall be used except as provided in pars. C2205-F2 and C2205-F3 (46 U.S.C. §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).

2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-Procured Air Transportation Available. When Government air transportation use is required under par. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost shall not exceed the amount that would have been paid for the available Government air transportation.

NOTE: Government air transportation is not available when:

1. an authorizing/order-issuing official determines that Government air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

2. Government air transportation use would involve circuitous travel or undue inconvenience; or

3. travel via aircraft is inadvisable medically.

If appropriate Government transportation and Government-procured transportation are both available, but an employee or dependent elects to travel at personal expense, the lowest priced transportation mode is the reimbursement limit. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-Procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship ***is not payable*** (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

C2207 ARRANGING OFFICIAL TRAVEL

*A. CTO Use Policy. It is DoD ***mandatory policy*** that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:

   a. a CTO (see Appendix A),

   b. in-house travel offices, or

   c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with:

   a. DoDD 4500.9 (Transportation and Traffic Management) at ***http://web7.whs.osd.mil/dodiss/directives/dir2.html;***

   b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at ***http://web7.whs.osd.mil/dodiss/instructions/ins2.html;*** and

   c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall ***not*** be authorized or approved unless the conditions in par. C2204-B or C2205-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO ***Not*** Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

C2208 USE OF REDUCED TRAVEL FARES

When to qualify for reduced travel fares, an employee elects to remain at a temporary duty site for a longer period of time than required by the assignment, per diem or actual expenses, as applicable, for this additional period of time may be paid if:

1. the additional cost of per diem or actual expenses is offset by the savings on the transportation, yielding an overall savings to the Government; and

2. the delay does not involve duty time during which the employee is required to be at work at the PDS (B-192364, February 15, 1979).

PART F: TRANSPORTATION REQUESTS

C2250 GENERAL

Passenger transportation services by common carrier may be procured through the use of U.S. Government Transportation Request (GTR) (Standard Form 1169). GTRs are issued IAW appropriate transportation regulations. GTRs are orders executed by an officially designated transportation officer or by travelers designated as acting transportation officer on common carriers for transportation expenses chargeable to the Government.

C2251 WHEN GTRs MAY NOT BE USED

GTRs may not be used in the following instances:

1. for personal transportation services or privileges which increase or exceed the cost of those authorized when the travel is by an indirect route for personal convenience, the employee may not use a GTR to procure transportation accommodations for the indirect travel. However, a common carrier ticket procured by GTR for travel authorized at Government expense may be reissued for a common carrier ticket to travel by an indirect route for personal reasons. In such instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience shall be at personal expense and paid directly to the carrier or the travel management center (TMC). Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, shall be at personal expense and paid directly by the employee to the carrier or TMC;

2. for individually procured taxicab, airport limousine, intracity transit, rental automobiles, or other for-hire automobile services;

3. for payment of toll road or toll bridge charges; or

4. for passenger transportation services costing $10 or less, excluding Federal transportation tax, or excess baggage services costing $15 or less for each leg of a trip, unless special circumstances justify use of a GTR.

C2253 WHEN GTR'S NOT AVAILABLE

In an emergency, when GTRs are not available, the traveler may pay for the transportation and file a claim for reimbursement, or may telegraph or telephone an administrative official who directs travel to request a GTR be issued to cover the trip. The GTR is deposited by the administrative official with the agent of the carrier at the point of issue. Such agent is asked to telegraph the agent from whom the ticket is to be obtained that a GTR to cover the travel has been received. The latter agent shall then furnish the ticket to the traveler.

C2254 ACTING TRANSPORTATION OFFICER

When official determination is made it is desirable for the traveler to issue GTRs for TDY travel, the travel order shall designate the traveler as acting transportation officer. The number of employees so designated is held to a minimum, consistent with absolute necessity. For the additional requirements incident to such designation, see the regulations of the separate departments.

C2255 LOST OR STOLEN GTR'S

When a GTR in the possession of a traveler or other accountable person is lost or stolen, an immediate report is made to the proper official in the manner prescribed by the regulations of the separate departments. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers shall be promptly notified. A GTR which is recovered after it has been reported lost shall not be used but shall be sent to the transportation office. A traveler may be held liable for any expenditure by the Government caused through negligence on the traveler's part in safeguarding GTRs.

***C2256 LOST/STOLEN/UNUSED TRANSPORTATION TICKETS**

Travelers must guard transportation tickets carefully. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the proper official IAW the DoD component's regulations. The traveler is financially responsible to purchase a replacement ticket. See par. C1320 for reimbursement involving lost/stolen tickets. Also, travelers must return unused transportation tickets to the CTO.

NOTE: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DoD component procedures (see DoD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE BAGGAGE

A. General. The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariff. Weight limitations are free checkable baggage for the different transportation modes are as stipulated in pars. C2300-B through C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable baggage is allowed on each full ticket and 75 pounds of free checkable baggage is allowed on each half-fare ticket. For travel in connection with transoceanic travel, 350 pounds of free checkable baggage is allowed on each full ticket and 175 pounds of free checkable baggage is allowed on each half-fare ticket.

C. Commercial Aircraft

1. Travel Within CONUS. Free checkable baggage applies to employees performing official travel within CONUS. Generally, most domestic carriers authorize free baggage on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent and TDY traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the piece baggage plan, carrier's tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked carry-on baggage allowable as free baggage. Carrier's tariffs should be consulted in this connection.

2. OCONUS Travel. Free baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

*a. U.S. Flag Carriers (Including Conventional Premium Class and Coach Class). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Sixty-six pounds are allowed when traveling in premium class accommodations; 44 pounds when traveling in coach class.

D. AMC Procured Airlift (Including Categories A, B, and M)

1. Checked Baggage

a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.

b. Each piece must not exceed 62 linear inches (L + W + H).

c. An oversized bag such as duffel bag, sea bag or B-4 bag may be substituted for one checked piece.

d. Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger.

e. Items exceeding 100 pounds are not accepted.

2. Carry-on Baggage

a. Each passenger is permitted to hand carry one article for storage in the passenger cabin area.

b. The weight of this item is not part of the passenger's checked baggage authorization.

c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.

d. Carry-on baggage may not exceed 45 linear inches.

NOTE: For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website: http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf.

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds is allowed for the employee and each dependent 12 years of age or over and 175 pounds is allowed for each dependent under 12 years of age.

C2301 NOT USED

C2302 EXCESS BAGGAGE

Baggage in excess of the weight, size, or number of pieces carried free by transportation companies is classified as excess baggage and does not include pets. Excess baggage charges are allowed only when authorized/approved. For domestic air travel only, the traveler is required to pay for excess baggage charges up to and including $15, plus tax, for each leg of the trip, subject to reimbursement, when excess baggage is authorized. A leg of a trip is considered to be the distance:

1. between PDSs,
2. from a PDS to a TDY station,
3. from a TDY station to a PDS,
4. between TDY stations, and
5. from/to a U.S. port.

When excess baggage charges for domestic air travel exceed $15, plus tax, the excess baggage charges may be authorized on the GTR.

C2303 PUBLIC PROPERTY

Public property which cannot be transported as baggage will, when authorized, be shipped in accordance with the regulations of the separate departments.

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

A. Free Checkable Baggage. Allowances for free checkable baggage stipulated in par. C2300 are in addition to HHG weight allowances.

B. Expedited Shipments. The weight of expedited shipments will be a part of the maximum weight allowance for HHG when permanent duty travel is involved.

C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

C2306 UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL

A student dependent of a civilian employee in a foreign area who is performing authorized travel at Government expense to/from a school, is authorized shipment of unaccompanied baggage of 350 pounds net weight. Shipment must be made by the least costly transportation mode that fully meets the needs of the student dependent. Items such as automobiles or foodstuffs must not be shipped at Government expense.

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C4705-B through C4705-F.

C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

*1. shipment of 350 pounds of unaccompanied baggage for each eligible adult, and

2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

***NOTE*: See JTR, par. C8020 for unaccompanied baggage in connection with permanent duty travel.**

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT ORTDY LOCATION

C2400 GENERAL

A. Authorization/Approval Authority. When it is determined to be advantageous to the Government, officials designated by the Service/Defense Agency concerned may authorize/approve reimbursement for transportation expenses necessarily incurred by employees conducting official business in the local area of their permanent and TDY stations as stated in this Part. These expenses are those not specifically included in travel under orders as provided in this Chapter.

B. Local Area. The area in which transportation expenses may be authorized/approved shall be:

1. within the limits of the duty station (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers;

2. within a local commuting area of the duty station, the boundaries which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or

3. separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Approval. Activity commanders shall designate in writing appropriate personnel at staff organization level who shall authorize/approve the use of local transportation facilities by employees, other than those under official travel orders, in the performance of official business. These officials also are responsible for furnishing public carrier tokens or tickets, when appropriate; for making a determination of advantage to the Government; and for approving reimbursement claims when persons incur expense for authorized local transportation.

C2401 TRAVEL IN AND AROUND PDS

A. General. Reimbursement for transportation expenses in the area of the PDS may be authorized/approved for travel between:

1. office or duty point and another place of business;

2. places of business; or

3. residence and place of business other than office or duty point.

*B. Travel By Commercial Means. When authorized/approved, an employee who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;

2. taxicab fares and transportation-related tips; and

3. hire and operation of a special conveyance including necessary parking fees.

C. Use of POC Between Residence or PDS and Alternate Work Site Within the Local Area. When use of a POC is authorized/approved for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance. For travel to and from a transportation terminal, par. C4657 applies.

EXAMPLE 1

Employee's one-way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles, upon completion of work employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles (18 + 18 - 14 = 22).

EXAMPLE 2

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles, upon completion of work employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles, upon completion of work employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles (15 + 30 + 15 - 30 = 30).

EXAMPLE 4

Employee's one-way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles (45 + 67 + 12 - 24 = 100).

EXAMPLE 5

Employee's one-way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles (35 + 50 + 25 + 10 - 70 = 50).

EXAMPLE 6

Employee's one-way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

C2402 TRAVEL AT THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;

2. duty sites; or

3. lodging or duty site and dining facility.

B. Conditions of Entitlement. When an employee is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the order-issuing/authenticating official may authorize reimbursement for travel as indicated. The employee must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Employees may be reimbursed for:

1. round trips daily as required between lodging and place of duty; and

2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

*C. Travel By Commercial Means. When authorized/approved, an employee who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;

2. when advantageous to the Government, taxicab fares and transportation-related tips; and

3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. Travel By POC. When the conditions of subpar. B are met, and if authorized/approved as being advantageous to the Government, an employee who travels by POC in and around the TDY station is entitled to reimbursement at the applicable mileage rate for the distance the POC was used for travel on official purposes (see par. C2050).

C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORKING HOURS

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by an employee between the office or duty point and place of abode may be authorized/approved when the following conditions are met:

1. employee is dependent on public transportation for such travel,

2. employee is officially ordered to work outside of regular working hours, and

3. travel is during hours of infrequently scheduled public transportation or darkness.

*Reimbursement for taxicab fares may be authorized/approved by the official who ordered duty outside the regular working hours or by the employee's supervisor, if such authority has been delegated. Authorization/approval indicating the use of taxis as advantageous to the Government may be written separately or on the reimbursement voucher. Reimbursable expenses include transportation-related tips (see par. C4709-A11).

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

Preparation of vouchers and supporting documents must be as prescribed by the Service/Defense Agency concerned. If the employee was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

PART I: MILEAGE RATES

*C2500 TDY AND LOCAL TRAVEL

Effective 21 January 2002 the TDY and local travel mileage rates are:

POC	Rate Per Mile
Airplane	$0.975
Automobile	$0.365
Motorcycle	$0.280
POC Use Instead of a Gov't-furnished vehicle when use of a Gov't furnished vehicle is advantageous to the Gov't	$0.285
Partial reimbursement for POC use when employee is committed to use a Gov't-owned automobile or would not normally be authorized to use a POC due to availability of a Gov't automobile	$0.105

***NOTE*: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis; see par. C2162-B.**

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. the official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); ***and***

2. the number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	$0.15
Two Authorized Travelers	$0.17
Three Authorized Travelers	$0.19
Four or More Authorized Travelers	$0.20

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be ***Kilometers X .62 miles/km = Miles***.

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

CHAPTER 3
TRAVEL ORDERS

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CHAPTER 3 -TRAVEL ORDERS
PART A: DELEGATION OF AUTHORITY

Effective 6 June 2002
***C3000 WHO MAY ISSUE TRAVEL ORDERS**

Authority to issue travel orders within the Departments of the Army, Navy and Air Force is delegated, and may be re-delegated, as shown in the following tables. Authority to issue travel orders within DoD components other than Departments of the Army, Navy and Air Force is as delegated by the head of each component. One authorizing/order-issuing official may ask another to issue an order. The requesting official must provide the required authorizations and accounting data. Specific order-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel orders. See Chapter 4, Part M and Appendix L for AEA information.

DEPARTMENT OF THE ARMY

("X" indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of Major Army Commands (includes components of Unified and Specified Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, "Official Temporary Duty Travel Outside Continental United States."
2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY orders for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel orders by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.
3/ For the Office of the Secretary of the Army and elements reporting directly thereto.
4/ For the National Guard Bureau, prior approval of the Chief, National Guard Bureau is required to issue blanket TDY orders. ***NOTE*: Blanket travel orders are not used in DTS.**
5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate their authority to issue permanent duty travel orders. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty. These officials may re-delegate their authority to issue permanent duty travel orders. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the order.

6/ When travel is to enable the interview of prospective appointees to vacant Schedule A attorney positions, prior authorization is required from one of the following, as appropriate: General Counsel or Judge Advocate General, Headquarters, Department of the Army; General Counsel, Headquarters, U. S. Army Materiel Command; or General Counsel, Office, Chief of Engineers.

DEPARTMENT OF THE NAVY

("X" indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	*TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employ-ment Agree-ments	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X

See footnotes on page C3A-4

DEPARTMENT OF THE NAVY (Cont'd)

("X" indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employ-ment Agree-ments	Other Including First Duty Station Travel Within CONUS	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Directors, Naval Training Aids Centers	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officers/ Executive Officers and Heads of Activities of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representatives of Overseas and Return Placement Staff		X		
Directors of Civilian Personnel and Industrial Relations Officers		X	X	
Industrial Relations Officers and Directors of Industrial Relations Divisions in all MSC Commands and Recruiting Representatives, Military Sealift Command	X	X	X	X

DEPARTMENT OF THE NAVY (Cont'd)

("X" indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employ-ment Agree-ments	Other Including First Duty Station Travel Within CONUS	
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11F concerning official visits to military installations and to OPNAVINST 5510.1H, Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.
2/ Officials authorized to issue TDY orders and ITOs may delegate in writing to a subordinate official the authority to sign such orders "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be redelegated to the Major Command Chief of Staff or equivalent senior level official only).
3/ Officials authorized to issue agreements or orders for permanent duty travel may not redelegate this authority. In the absence of the designated official, an official acting is authorized to sign the agreement or orders as "acting."
4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.
*5/ The head of Navy commands/activities have the authority to authorize long-term TDY for up to 12 months.

DEPARTMENT OF THE AIR FORCE

("x" INDICATES DELIGATION OF AUTHORITY FOR THE ISSUANCE OF TRAVEL ORDERS)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel	Invitational Travel
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U. S. Air Force	X 4/	X 6/	X
Commander in Chief or Commander, Major Air Command	X 5/	X 6/	X 7/
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander in Chief, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of The respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.
2/ Prior approval by the major air command concerned is required for TDY assignments in excess of 179 days. Approval authority may be redelegated to lower echelons if desired.
*3/ Prior approval by the Administrative Assistant to the Secretary of the Air Force is required to issue blanket TDY orders for employees of the Office of the Secretary of the Air Force. ***(NOTE: Blanket travel orders are not used in DTS.)***
*4/ Prior approval by AF/DALB is required to issue blanket TDY orders for civilian personnel of Headquarters, U.S. Air Force. ***(NOTE: Blanket travel orders are not used in DTS.)***
*5/ Prior approval of the major command concerned is required to issue blanket TDY orders. However, approval authority may be redelegated to lower echelons if desired. Approval may be for a specific project or period of time, or without limitation when justified. ***(NOTE: Blanket travel orders are not used in DTS.)***
6/ Responsibility for the issuance of PCS travel orders is that of commanders who have delegated authority to fill positions, commanders who are responsible for filling requisition and processing appointments OCONUS, commanders of activities in which one individual is employed, or commanders of gaining activities, as appropriate, with regard to the type of PCS travel involved.
7/ When delegated by the responsible major air command.
8/ Authority for issuance of travel orders other than for invitational travel applies only to Air Force National Guard civilian technicians.

PART B: GENERAL CONDITIONS

C3050 AUTHORIZATION IN WRITING

A. Policy. Travel orders must be written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. They should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purpose. The purpose of travel orders is to:

1. Provide the employee information regarding what expenses will be paid;

2. Provide CTOs and travel service vendors with necessary documentation for the use of travel programs;

3. Provide financial information necessary for budgetary planning; and

4. Identify the purpose of travel.

C. Prohibition. Travel orders shall not be issued for the purpose of reporting for duty to first PDS except as provided in Chapter 4, or for pre-employment interviews or examination except as provided in Chapter 6.

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, authorization by a travel-directing official may be oral, by letter or message, or by travel order if deemed appropriate for fund approval purposes. Generally, travel orders are not necessary when it's known that the claim for travel expense involves only reimbursement for commercial transportation or mileage allowance for POC use. If a travel order is not issued, approval on a claim voucher suffices for reimbursement purposes.

E. Travel Orders for Sea Trial Trips. Instead of individual travel orders, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel order shall show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the order must be given to each employee concerned.

C3051 CONFIRMATORY TRAVEL ORDER

If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel order must be issued as promptly as possible. A confirmatory travel order must include appropriate statements regarding the prior authorization and justification for any unusual delay in issuance. The official who directed the travel is responsible for initiating action for issuance of a confirmatory travel order.

C3052 BLANKET TRAVEL ORDER

Blanket travel orders for TDY may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order shall be limited to use within a stated geographical area and to a time period within a fiscal year. Blanket travel orders shall not be issued merely to authorize a specific number of trips to or between stated places or variations in itinerary. Claims for reimbursement for travel under a blanket travel order do not require approvals except for items of expense requiring specific approval under these regulations. ***NOTE:*** ***Blanket travel orders are not used in DTS.***

C3053 TRAVEL ORDER AMENDMENT

A. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. recognize an essential aspect of travel not known in advance,

2. change the period or place of TDY assignment,

3. include omitted pertinent information,

4. change allowances for unperformed travel or duty,

5. correct erroneous information or clerical errors that do not affect reimbursement retroactively.

*B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). ***(Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted.)*** See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

D. How to Amend a Travel Order

1. General. A travel order is amended by issuing an appropriate order citing the original travel order number, and stating the pertinent changes, additions or deletions, and effective date(s).

2. Responsible Officials. The official directing an employee's travel is responsible for amending the travel orders. The appointing official may arrange for amendment of a PCS order for an employee recruited and assigned OCONUS. Before issuing a travel order amendment involving the expenditure of additional funds, approval is required from the official whose funds are affected. An approved amendment may be issued by any official with delegated authority to issue travel orders (see par. C3000).

C3054 RESCINDING A TRAVEL ORDER

If an employee has traveled under an issued travel order, it may not be rescinded. However, a travel order may be rescinded insofar as it applies to unperformed authorized travel.

C3055 NUMBERING TRAVEL ORDERS

Strict administrative control must be maintained over the issuance of travel orders. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

C3056 AUTHORIZATION (AUTHENTICATION) OF TRAVEL ORDERS

A travel order is "authorized" or "authenticated" by affixing the seal or signature of the order-issuing/authenticating official. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

C3057 DISTRIBUTION

The required number of copies of a travel order for distribution depends upon the circumstances. A copy is furnished to the fund-approving official and a copy is retained by the order-issuing/authenticating official. In the Department of the Air Force, the original travel order is retained by the order-issuing/authenticating official. In addition to the original and 2 copies (or in the case of Department of Air Force, 3 copies) that travelers must submit with a travel claim voucher, the traveler also must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;

2. travel advances;

3. HHG transportation and/or storage;

4. transportation of unaccompanied dependents;

5. transportation by Military Sealift Command (5 copies);

6. transportation by Air Mobility Command (3 copies);

7. immunization, passport, and visa; and

8. administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

C3058 UNUSED TRAVEL ORDERS

Unused travel orders must be returned promptly to the order-issuing/authenticating official with an appropriate explanation. That official shall have the travel order canceled and a copy of the cancellation furnished to the fund-approving official and the travel-approving/directing official.

PART C: TRAVEL ORDER CONTENT

C3100 FORM OF REQUEST

Use the travel order forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED

A. General Information. The following information must be included on all travel orders:

1. The name of the employee(s);

2. The signature of the proper authorizing official;

3. Purpose of travel;

4. Any conditions of or limitations on that authorization of travel;

5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);

6. A statement that the employee(s) is (are) authorized to travel;

7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1);

8. A statement indicating whether the traveler is/is not a government travel cardholder (DoDFMR, Vol. 9, paragraph 030301.B.2);

9. If the traveler is a Government travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3); and

10. A statement indicating that Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4).

B. Specific Authorization or Approval. The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);

2. Use of a foreign air carrier (pars. C2204-B);

3. Use of cash to pay for common carrier transportation (par. C2252);

4. Use of extra-fare train service (par. C2203);

5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);

6. A statement that the employee(s) is (are) authorized to travel;

7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel order, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

*C. Advance Authorization. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which dependents travel.

2. Payment of a reduced per diem rate (par. C4550);

3. Acceptance of payment from a non-Federal source for travel expenses (par. C4903); and

4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

C3102 BLANKET TDY TRAVEL

A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1 that the travel type is "blanket TDY travel";

2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;

3. of the general geographic area limitations;

4. of a specific period of time within a fiscal year;

5. of the reason(s) for this type of travel;

6. designating the traveler as an acting transportation officer, if applicable;

7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;

8. authorizing excess baggage, if necessary; and

9. of other conditions, limitations, and instructions, as appropriate.

NOTE: Blanket travel orders are not used in DTS.

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

A travel order for TDY assignment of a consultant or expert intermittently employed or employed without compensation must include the same information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610). Consultants and experts appointed to their positions should be issued TDY orders and others, invitational travel orders. ***NOTE: This does not apply to contractors.***

C3104 PCS TRAVEL

A. General. A travel order for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:

a. naming the old and new PDSs and their locations;

b. of the reporting date at the new PDS; and

2. if applicable:

a. of the names and relationships of eligible dependents and dates of birth of children who are authorized travel;

b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);

c. that "_____ piece(s) or _____ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);

d. of the maximum HHG weight the employee may transport including

(1) temporary storage authority;

(2) HHG shipment origin and/or destination points (when different from the employee's),

(3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and

(4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);

e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

*f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty (See par. C4205-B4).

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. PCS Travel Within CONUS. A travel order for PCS within CONUS must contain the same information as in par. C3104-A above, plus a statement:

1. that the travel type is "PCS travel," and

2. if applicable:

a. that a transportation agreement has been signed (see par. C4001);

b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;

d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;

e. of authorizing real estate and unexpired lease expenses;

f. authorizing special conveyance use for PCS travel;

g. that transportation of POV(s) within CONUS is authorized as more advantageous;

h. authorizing Relocation Services and which ones (e.g., homesale, home marketing assistance, home finding assistance);

i. that a home marketing incentive payment is authorized; and

j. that a reduction in force or function transfer is due to base closure if such is the case.

C. First Duty Station for Appointees. Travel orders to first PDS for appointees must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";

2. of the date the required transportation agreement is signed;

3. of the actual residence;

4. of the position title and grade to which appointed; and

5. if transportation of POV(s) within CONUS is authorized as more advantageous.

D. OCONUS Permanent Duty Travel

1. General. Travel orders for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

a. that the travel type is "permanent duty travel," and the purpose is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);

b. of the actual residence, as appropriate;

c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;

d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);

e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);

*f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;

g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);

h. of the maximum HHG weight the employee may transport or store; and

(1) any weight limitation imposed by the OCONUS command;

(2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);

(3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and

(4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

j. of an alternate point of travel origin or destination, allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's cost for travel and transportation is limited to that by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

k. whether or not shipment of a POV is authorized;

*l. if ocean-going car ferries are authorized (see par. C2166);

m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;

n. if property management services are authorized; and

o. if TQSA and/or FTASE are authorized.

2. Conditions Related to RAT. For OCONUS RAT, the travel order also must include a statement:

a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

b. of the number of days of leave granted;

c. except for Navy employees, that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";

d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires citation of different accounting classifications;

e. of the reporting date for duty at the OCONUS PDS following authorized absence;

f. of weight limits for baggage;

g. authorizing up to 90 days of temporary HHG storage if allowed in Chapter 8, Part D;

h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and

i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

A. Events Requiring an Order. A separate order is required to:

1. assign the employee from the PDS to the TCS;

2. return the employee from the TCS to the PDS; or

if the TCS becomes the employee's new PDS:

3. assign the TCS point as the new PDS; and

4. authorize the employee to return to the former PDS (par. C4111-E1).

B. Order Content. Each order must reference any prior TCS orders to which it is related. A TCS travel order must contain the same basic information prescribed in par. C3151, plus a statement:

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;

2. of the PDS(s) and TCS involved and locations;

3. of the reporting date at the TCS/PDS; and if applicable;

4. of the names and relationships of eligible dependents who are authorized travel (including children's dates of birth);

5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

6. that "_____piece(s) or _____pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the financial responsibility of the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);

7. of the maximum HHG weight the employee may transport;

a. of temporary storage authority;

b. of HHG origin or destination points (when different from the employee's),

c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and

d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government-arranged move (e.g., borne by, or collected from, the employee);

8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);

11. of transportation modes (see par. C3151);

12. prohibiting commercial transportation use when travel reservations are made by Government transportation facilities (see par. C2206);

13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

15. whether or not shipment of a POV is authorized; and

16. if property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel order must contain a statement of:

1. the date that travel is requested or approved;

2. the type of travel, i.e., "invitational travel";

3. the traveler's name and position title and employer, if applicable;

4. the traveler's home address;

5. the traveler's business address (if applicable);

6. the date travel begins;

7. the number of days of assignment;

8. the purpose of assignment;

9. the place travel begins;

10. the place of assignment or itinerary;

11. the place travel ends;

12. transportation modes;

13. allowances;

14. conditions, instructions, and limitations; and

15. the name of the approving official and accounting citation.

There is a sample Invitational Travel Order format in Appendix E, Part II. ***NOTE:*** ***Contractors are NOT employees for the purpose of the JTR.***

***C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

See par. C6250.

PART D: TRAVEL ORDER PREPARATION

C3150 TDY TRAVEL

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://web1.whs.osd.mil/icdhome/forms.htm.*** The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel OR contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

*(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) $60 Total (Lodging $40; M&IE $20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) $150 Total (Conference Lodging Allowance $100; M&IE $50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and ***NOT*** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include this statement in the Remarks section, the statement must be incorporated elsewhere in the travel order or attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

(a) If excess baggage is authorized, include the statement "_____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).

(b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.

(c) When a travel order authorizes first-class air accommodations, include the statement: "The use of first-class transportation is authorized by (insert the official's appropriate title) in (cite reference and date)." See Chapter 2, Part E.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).

(f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (***http://www.dtic.mil/comptroller/fmr/***).

(g) If a registration fee is authorized (see par. C4709-B3i), include a statement indicating whether (and if so, the number/dates) meals and/or lodgings is included in the registration fee (see par. C4955-E1);

(h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).

(i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents; and

(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card

(k) When the authorizing/order-issuing official has determined that an employee should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the

most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

*(l) Travel at no expense to the Government -- This travel authorization is issued in the DoD's interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** All travel and transportation expenses are the employee's financial responsibility. ***No accounting information should be placed on the travel authorization.*** Should the employee choose not to use this travel authorization, there is no penalty; however, the authorizing/order-issuing official should be notified without delay that this travel authorization has not been used.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. When travelers are permitted to be travel requesting officials for their own travel orders, the travel requesting official must be other than either of the officials signing in blocks 18 and 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17. Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. ***(See par. C3105-B.)*** DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://web1.whs.osd.mil/icdhome/forms.htm***.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. For more information on retirement codes see the following OPM website (specifically pages 383-386): ***http://www.opm.gov/feddata/gp14c01.pdf***.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order***. For Transportation Account Codes (TACs) for DoD personnel see DoD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750/FCHP, and Navy and Marine Corps see website ***http://192.67.251.41/tac_inq/tac_menu.html***.

Effective 1 August 2000
Item 23, Approving Official—See Appendix A. Show the individual who directs and approves/disapproves travel requests and vouchers prior to claim settlement in addition to the Approving Official's title and signature.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

(a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.

(b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

(c) When the authorizing/order-issuing official has determined that an employee and or dependents should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

(d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(e) Include the issuing CPO's name, address, and POC with phone number (including area code) and DSN.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://web1.whs.osd.mil/icdhome/forms.htm.***

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PART A: PERMANENT DUTY TRAVEL

C4000 SCOPE

A. General. This Chapter covers all permanent duty travel. Permanent duty travel includes:

1. new appointee travel from the actual residence to the first PDS to begin work;

2. PCS travel upon transfer in the Government's interest from one PDS to another without a break in employment continuity with departments and agencies of the Federal Government;

3. renewal agreement travel between consecutive tours of duty without a break in service from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return is to the same or another OCONUS PDS);

4. separation travel from an OCONUS PDS to the actual residence for separation from Federal service or OCONUS employment upon satisfactorily completing the service period requirement prescribed in an agreement;

5. travel of a former employee (separated by reason of reduction in force or transfer of function) re-employed within 1 year of separation under a nontemporary appointment at a PDS other than the one where separated;

6. travel of individuals who qualify for "last move home" benefits upon separation from Government service as provided in Part P;

7. travel of career Senior Executive Service appointees (including prior SES appointees who have elected to retain SES retirement benefits) upon retirement and return to the places the individuals have elected to reside;

8. travel of employees who, without a break in service of more than 3 days, transfer from a DoD non-appropriated fund instrumentality to an appropriated fund position; and

9. travel of U.S. Postal Service employees transferred under 39 U.S.C. §1006 from the Postal Service to a DoD component (These employees may be authorized PCS allowances.) (FTR § 302-1.2(a)(2) & 5 U.S.C. §5734) See par. C4101 for DoD employees transferring to the U.S. Postal Service.

B. Two or More Family Members Employed

1. Travel Benefits Alternatives. When two or more employees who are members of the same immediate family are transferred in the Government's interest, they may elect to receive the travel benefits authorized under this Chapter either:

a. each as an employee separately, in which instance each employee is eligible for benefits as an employee but not as a member of the immediate family; or,

b. only one as an employee, in which case that employee is eligible for benefits on behalf of the others as members of the immediate family.

2. Non-Employee Members of Immediate Family. When employees elect benefits under par. C4000-B1a, duplicate benefits shall not be paid on behalf of non-employee members of the immediate family.

3. Payment Limitation. When employee members of the same immediate family elect separate allowances under par. C4000-B1a, the employing DoD component or components shall not make duplicate payment for the same expenses.

4. Procedures. An election under C4000-B1 shall be in writing and signed by all the affected employees. When they elect separate benefits under C4000-B1a, the election also must specify which employee shall be paid benefits for non-employee family members. A copy of this election must be filed with each employing component.

C. Employee Married to Military Member. An employee is entitled to PCS benefits when transferrred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place, provided the couple may not each receive payments of a PCS travel benefit for the same purpose (54 Comp. Gen. 892 (1975)). The duplicate payments contemplated herein are discussed in pars. C9003-Ad and C13120.

C4001 AGREEMENTS FOR TRANSPORTATION ENTITLEMENT

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel benefits in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel benefits. The completion of the period of service specified in the agreement establishes eligibility for travel benefits and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for travel benefits of an employee, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel benefits of an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any entitlement to HHG transportation. All or a portion of these benefits may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,

2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and

3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

***C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED**

A. General. Transportation agreements must be negotiated with the following:

1. a new appointee (including a student trainee when assigned on completion of college work) to a first PDS;

2. an employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;

3. a new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;

4. an employee transferred to and within the CONUS;

5. an employee transferred to an OCONUS PDS; and

6. an employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

a. Transportation Agreement Purpose for Locally Hired Employees. A transportation agreement for a locally hired employee is not an entitlement. It is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in the U.S., outside the geographical locality of the PDS, to accept Federal employment in a foreign or nonforeign OCONUS area. ***Individuals shall not automatically be granted agreements simply because they meet eligibility requirements.***

b. Negotiating a Transportation Agreement With A Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation benefits for dependents and/or HHG from the employee's actual residence to the OCONUS PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel benefits. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Entitlement. An OCONUS local hire granted a transportation agreement is authorized the same travel and transportation allowances as an employee transferred or appointed from CONUS. Pars. C7002-B3 and C8400 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the employee's actual residence to the OCONUS PDS. Par. C11003-A4 prohibits POV transportation for local hires in some instances.

2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

(1) A member of the U.S. Armed Forces separated/retired locally (within the country where the civilian position is located to which the individual is appointed) while serving OCONUS, provided that the former military member is appointed to a vacant appropriated-fund civilian position before expiration of that individual's entitlement to return transportation to the U.S. accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, nonappropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the OCONUS command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) recruited in the U.S. under employment conditions that provided for return travel benefits,

(b) committed to a specific vacant position before separation from prior employment, and

(c) is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force 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;

*(4) An individual who accompanied/followed a spouse to the OCONUS area and, at the time of hiring, had entitlement to return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

(a) the spouse dies,

(b) the sponsoring spouse becomes physically or mentally incapable of continued Government employment,

(c) divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) the spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) the commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from the U.S. or from a different OCONUS geographical locality to fill the position involved unless an agreement is offered to a locally hired candidate; ***NOTE: A locally-hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) at the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in the U.S. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when the satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C4164.

B. Married Employees. Except as provided in subpar. C, when a husband and wife are both employed in the same OCONUS locality by the same or different Government departments, a renewal agreement is negotiated either:

1. with each separately (if this option is elected, the other employee may not be treated as a spouse and other members of the household may not benefit twice); or

2. with one as head of the household and the other treated as a spouse.

The couple must elect either alternative 1 or 2 in a writing signed by both husband and wife. A copy is filed in each employee's personnel folder. An employee who elects travel benefits as a spouse under alternative 2 does not thereby forfeit travel benefits for return of self, dependents, or HHG upon separation accrued under an initial agreement. Where the spouses have independently earned travel benefits, have elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal service, the still-employed spouse may revert to the agreement in force prior to the election. That spouse also may negotiate an agreement for renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement shall not be negotiated under the circumstances stated in par. C4155 or with locally hired individuals described in subpars. 2 and 3.

2. Locally Hired Married Employee A renewal agreement shall not be negotiated with a locally hired marriedd employee who is in the OCONUS geographical locality because the spouse is in such locality as:

a. a member of the Uniformed Services,

b. a member of the Foreign Service of the Department of State,

c. a private individual,

d. an employee of a private individual, or

e. an employee of a non-Federal organization.

3. Locally Hired Employee Unmarried and Under 21 Years of Age. A renewal agreement shall not be negotiated with a locally hired employee who is unmarried and under 21 years of age whose parent is in the OCONUS geographical locality as:

a. a member of the Uniformed Services,

b. a member of the Foreign Service of the Department of State,

c. a Federal Government civilian employee,

d. a private individual,

e. an employee of a private individual, or

f. an employee of a non-Federal organization.

C4004 ACTUAL RESIDENCE DETERMINATION

*A. Appointees (Including Student Trainees) Travel to First PDS. When transportation is authorized by a DoD component, transportation to the first PDS is limited to movement from the appointee's actual residence at the time

of selection/assignment. The actual residence is the location at which an individual lived for some time before selection for the appointment/assignment. If the appointee claims some other location as the actual residence at the time of selection, the burden of proof is on the appointee to show that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

l. General. The actual residence must be determined at the time an individual is initially appointed or transferred o an OCONUS PDS. The Government's obligation for travel benefits for travel to an OCONUS PDS upon assignment, round trip travel under a renewal agreement, or return travel for separation is limited to movement to or from an employee's actual residence at the time of assignment to OCONUS duty. If, at the time of appointment, the employee is in the OCONUS area as a tourist or for other reasons which are of a temporary or intermittent nature, the employee subsequently may become eligible for return travel and transportation entitlements or tour renewal agreement travel. Eligibility for these benefits generally is determined by the designation of the actual residence, which should be based on all factual circumstances of each case. Before an agreement is negotiated, the employment office must make every effort to ascertain and state in the agreement the correct actual residence. The same actual residence shown in an employee's initial agreement shall be stated in a renewal agreement unless it is determined that an error was made in the employee's actual residence when the initial agreement was executed. In that event, the correct actual residence must be determined and stated in the renewal agreement and an explanation made a matter of record with the renewal agreement.

*2. Factors for ConsideratioThe atual residence is the fixed or erment residence, ordinarily, wher dependents and HHG are maintained at the time of an individual's appointment or transfer to an OCONUS position. Generally, the actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an appointee or employee to specify a location as actual residence that is not justified under the circumstances, an intention to establish residence at a certain location, or a desire to visit some place, shall not be a basis for designating that place as the actual residence for travel benefit purposes. All available facts concerning the employee's residence before assignment to OCONUS duty must be considered carefully, including:

a. home ownership;

b. previous residence;

c. temporary employment in city from which recruited;

d. employment requiring residence apart from the family;

e. the employee's voting residence; and

f. the jurisdiction(s) to which the employee pays taxes.

Additional factors in the case of a local hire are:

a. the length of absence from the claimed place of residence;

b. the reasons for such absence; and

c. whether a residence has in fact been maintained to which the person expects to return.

*The fact that a person has actually established residence locally OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence might negate a claim of actual residence in the U.S. (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)). Additionally, the conditions in par. C4002-B are used in determining actual residence in the U.S.

3. Documentation. The information developed concerning the actual residence must be placed in the employee's official personnel folder.

4. Change in Actual Residence. Where actual residence has been determined in accordance with subpar. 2, no change is authorized during a continuous period of overseas service and none may be approved except in case of an error (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)). In the event of an error, the appropriate agreement must be corrected to show the employee's correct actual residence.

C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)

A. Transfers to and Within CONUS. The tour of duty in connection with transfers to or between PDSs within CONUS is 12 months.

*B. Appointment to First PDS. The tour of duty for first PDS travel in connection with appointment/assignment to first PDS in the U.S. is 12 months.

C. OCONUS Employment

1. General

a. Tours of OCONUS Duty. To the fullest practicable extent, tours of duty established for DoD civilian employees in OCONUS localities are uniform within each area. Standard tours of duty are 36 months under initial, and 24 months under renewal, agreements negotiated with employees assigned OCONUS. Exceptions to the standard tours of duty (specific tours) are provided in Appendix Q, pars. A, B, C and D. Appendix Q, par. E provides instructions for requesting a change in tours of duty.

b. Administratively Reduced Tours. A tour of 24 months may be administratively reduced by 2 months for employees signing a renewal agreement to serve an additional tour at the same or another post. Similarly, the 36-month period of service prescribed under an agreement may be reduced up to 6 months for the purpose of beginning authorized renewal agreement travel, provided that the renewal agreement is for duty in a 24-month tour area. Except as provided in subpar. d, when an agreed tour of 24 or 36 months is administratively reduced, the period of service under a renewal agreement must be increased by the length of the reduction. Use of these reduced tours is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for employees having dependents attending school OCONUS.

c. Administratively Extended Tours. A 24-or 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour. Except as provided in subpar. d, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial agreement, or 12 months whichever is greater. Components shall not execute an administrative extension of an initial agreement to negate an employee's entitlement to separation travel benefits. Separation travel benefits are authorized by statutory authority after the employee has served the minimum period prescribed in the initial agreement. The administrative extension of the initial agreement must be signed by the employee and appropriate authority of the DoD component concerned. (See B-199643, September 30, 1981.)

d. Length of Renewal Tour For Employees Subject To the 5-Year Overseas Service Limitation. When an initial agreement of 36 months is administratively reduced by a period up to 6 months for an employee subject to the 5 year OCONUS service limitation, the renewal agreement must prescribe a period of service that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave incident to the renewal agreement, equals 60 months. Likewise, a 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour, so long as the employee serves a period of at least 12 months after returning to the OCONUS area. The length of the renewal tour, however, must be established as equal to 60 months (5 years) minus the sum of (i) the period of service completed under an initial transportation agreement; (ii) the period of service completed

under the administrative extension of the initial agreement, and (iii) the period of time authorized as leave incident to the renewal travel; or 12 months, whichever is greater.

e. Employees Released From 5-Year OCONUS Service Limitation. If an employee's 5-year OCONUS service limitation is extended beyond the 5-year period so the employee can perform renewal agreement travel following completion of the initial tour and an administrative extension of the initial tour (for example: 36-month initial tour plus 15-month administrative extension), the length of the renewal tour is determined in accordance with subpar. C. In this case, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial tour (example 15 months), or 12 months, whichever is greater. (In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.)

f. Employee Serves Additional Tour(s) After the 5-Year OCONUS Service Limitation. The length of renewal tour(s) served after the 5-year service limitation is determined in accordance with subpars. b and c, except that a renewal tour of 12 months under which an employee is serving may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same or another post (37 Comp. Gen. 62 (1957)). DoD component policies concerning extensions in OCONUS areas beyond 5 years must be applied in conjunction with this subpar. and subpar. e.

2. Tour of Duty Areas. See Appendix Q for tours of duty and for information about requests to establish other than standard tours of duty.

3. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for persons in teaching positions under the DoD Education Activity) from the date of employment under their own transportation agreement or a period of time which, when added to their immediate prior period of civilian or military service before signing the agreement, totals the prescribed tour of duty for the area, whichever is greater (see par. C4006-C1 for when tour of duty begins):

a. persons appointed by transfer from another Government agency whose immediate prior service has been in an OCONUS area and who transfer without performing renewal agreement travel;

b. military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;

c. Government contractor personnel who separate locally to accept Government employment and with whom agreements are negotiated;

d. locally hired dependents of military or civilian employees with whom an agreement was negotiated;

e. persons in the employ of an international organization in which the U. S. Government participates, who are separated in OCONUS areas to accept DoD employment and with whom agreements are negotiated;

f. employees of nonappropriated fund activities who separate in OCONUS areas to accept other DoD employment and with whom agreements are negotiated under the conditions in par. C4002-B2a, item 2; and

g. persons re-employed from a reemployment priority list with whom agreements are negotiated as provided in par. C4002-B2a, item 3.

4. Reassignment or Transfer in Same Geographical Locality

a. Without Incurring PCS Costs. When an employee is reassigned within a DoD component or transferred to another DoD component in the same OCONUS geographical locality before completing a tour of duty, without incurring PCS costs, the tour of duty specified in the transportation agreement under which the employee is serving at the time of reassignment or transfer shall continue in effect. At the end of

the specified tour of duty, the employee is eligible for return travel benefits for separation or for the negotiation of a renewal agreement, irrespective of the length of time the employee has served the activity to which reassigned or transferred. (See par. C4011, situation 7.)

b. PCS Costs are Incurred. When an employee incurs PCS costs incident to a reassignment within a DoD component or transfer to another DoD component in the same OCONUS geographical locality prior to completion of the tour of duty, and at the time of reassignment or transfer, less than 12 months remain to be served under the existing transportation agreement after reporting for duty at the new duty station, a new agreement for a minimum period of 12 months' service is required for entitlement to PCS allowances to the new PDS. The tour of duty specified in the transportation agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel benefits for separation or for the negotiation of a renewal agreement.

5. Reassignment to Different OCONUS Geographical Locality

a. From PDS at Which the Employee Has No Transportation Agreement. An employee, serving at an OCONUS PDS without a transportation agreement, who is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality is required to negotiate a transportation agreement obligating the employee to serve the full tour of duty prescribed for the new PDS.

b. From PDS at Which the Employee is Serving Under a Transportation Agreement. When an employee, serving under a transportation agreement at an OCONUS PDS, is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality prior to completion of a tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new tour of duty of 12 months or the difference between the tour of duty at the new PDS and the period of service completed at the old PDS, whichever is greater. (Also see par. C4105). The new agreement concerns PCS allowances to, and any additional separation travel benefits from, the new PDS. The tour of duty specified in the agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel benefits for separation from the old PDS or for the negotiation of a renewal agreement. Before performing renewal agreement travel the employee must sign a renewal agreement to serve a tour of duty applicable for the new PDS area.

6. Employee's Services Not Needed for Entire Period of Tour of Duty. When it is known in advance that an employee's services are not needed OCONUS for the full period of the prescribed tour of duty, the employee may be employed for a lesser period without affecting entitlement for travel benefits to the OCONUS PDS and return for the purpose of separation (26 Comp. Gen. 488 (1947)). The agreement, however, must prescribe a tour of duty of 12 months in accordance with 5 U.S.C. §5722. Employment may be terminated at any time during the agreed tour of duty when it is determined that the employee's services are no longer needed.

7. Effect of Increased or Decreased Tour of Duty. When an OCONUS area's tour length is increased, the tour length specified in currently assigned employees' agreements governs. The lengthened tour of duty only affects employees who execute agreements after the date the increased tour length is approved. If a tour length is decreased, the shorter tour length applies to currently assigned employees whose agreements provide for a longer tour.

C4006 DATE TOURS OF DUTY BEGIN

A. Transfer to and Within CONUS. A tour of duty in connection with transfers to or between PDSs within CONUS begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty under an agreement for travel benefits in connection with appointment to a first PDS in the 50 states and the District of Columbia begins on the date the appointee reports for duty at the PDS.

C. Employment OCONUS

1. Initial Agreement. Under an initial agreement a tour of duty begins on the date the individual:

a. reports at the OCONUS activity, for those recruited outside the geographical locality of the OCONUS employing activity;

b. begins duty for those recruited locally under an agreement; or

c. executes an agreement, for a locally hired married individuals in the circumstances described in par. C4002-B2a, item 4.

2. Renewal Agreement. A tour of duty under a renewal agreement begins on the date the employee reports for duty at the OCONUS PDS following completion of renewal agreement travel unless that travel is delayed and authorized/approved to be performed within a tour of duty (see par. C4155-B).

C4007 VIOLATION OF AGREEMENT

An individual violates an agreement by failing to meet or comply with any of the conditions specified in it. Individuals who violate an agreement are not eligible for the benefits thereunder and/or are indebted and subject to collection action (see Part H).Violations include:

1. failure, for reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;

2. failure to report for duty;

3. failure to return to country or geographical locality in which actual residence is located in connection with a renewal agreement;

4. failure to use travel benefits within a reasonable time after separation.

C4008 LOSS OF ENTITLEMENT UNDER AN AGREEMENT

Individuals lose eligibility for benefits under an agreement and/or are indebted and subject to collection action (see Part H) for travel benefits furnished if there is a:

1. loss of dependency status under which there was a previous entitlement.(e.g., child reaches 21 years of age; or

2. duplication of travel benefits under separate statutes.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

A. General. An employee serving under a transportation agreement at any PDS may be released from the period of service requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in subpar. C, the commanding officer, or designee, at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Periods of Service Requirements

1. General. Examples of acceptable reasons for release from period of service requirements include:

a. illness not induced by misconduct;

b. enlistment or call to active duty in the Armed Forces;

c. exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;

d. release for the Government's convenience (see ***NOTE***), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;

e. separation as a result of reduction in force;

f. see par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.

2. OCONUS. In addition to the examples listed in subpar. 1, the following are acceptable reasons for OCONUS employees:

a. the employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;

b. completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group ***(NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.)***; or

c. there are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" 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.

*C. Transfer to Other Department or Agencies. Except as indicated in par. C4100-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

****NOTE: The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.***

C4010 DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage entitlement, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B).	1. No agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B).	2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit entitlement (par. C4005-C3).	3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3, item a).	4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Agreement required to serve for 12 months from the 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.

6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).	6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).	7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for entitlement to PCS allowances to the new PDS. A release from the period of service requirement for the convenience of the Government without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing entitlement upon completion of tour of duty under the agreement (x)in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.
8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C4105), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.	8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Entitlement under the completed tour of duty agreement remains unchanged.

9. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C4105), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component (par. C4005-C5).	9. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed renewal tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
10. Employee of a DoD component at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Part D), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component.	10. Renewal agreement required. The tour of duty under the new agreement must be that applicable for the area in which the PDS is located upon return, except that the new tour of duty must be 24 months where the tours of duty for the old and the new duty stations are 36 months (par. C4005-C1).

***C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS**

A. General. To establish an employee's eligibility for certain travel benefits incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or faxed copy of the signed transportation agreement is placed in the employee's personnel folder and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following web site: ***http://web1.whs.osd.mil/icdhome/forms.htm.***

C. Transportation Agreement for OCONUS Employees Other Than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. employees transferred or assigned to an OCONUS PDS,

2. new appointees appointed to OCONUS positions (see par. C4051-C concerning appointments and assignments to the first PDS),

3. renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following web site: ***http://web1.whs.osd.mil/icdhome/forms.htm***

E. Department of Defense (DoD) Transportation Agreement-Transfer of Civilian Employees To and Within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

PART B: FIRST DUTY STATION TRAVEL

C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL

A. General. Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. an employee newly recruited in the CONUS for assignment at a first PDS overseas and an employee newly recruited overseas for assignment to an overseas duty station in a different overseas geographical locality from that in which the place of actual residence is located provided that the employee is one with whom an agreement is negotiated;

2. a new appointee to any position;

3. a student trainee assigned upon completion of college work to any position;

4. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities;

The provisions of this Part applies to new appointees, as defined in par. C4051-B, relocating from their place of actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of individuals who have performed transition activities under Section 3 of the Presidential transition Act of 1963 (3 U.S.C. §102 note) and who are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities) for permanent duty to official stations.

B. Requirements and Entitlements for New Employees Assigned Overseas

1. Agreement Requirements. Agreement requirements for new employees assigned overseas are covered in par. C4001.

2. Service Requirements. Period of service requirements for new employees assigned overseas are covered in par. C4005.

3. Transportation Entitlements. Transportation entitlements for new employees assigned overseas are measured from the place of actual residence, at time of appointment, to the overseas duty station. Transportation entitlements for Presidential transition team appointees are limited to expenses incurred from the appointee's actual place of residence from which the employee relocated for the purpose of performing Presidential transition activities to the assigned duty station of such appointee.

4. Issuance of Travel Orders. Travel order issuance for new employees assigned overseas is covered in Chapter 3.

5. Funds Chargeable. All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas school teachers are covered in par. C1052-B.

*C4051 APPOINTMENTS AND ASSIGNMENTS OF NEW APPOINTEES AND STUDENT TRAINEES TO ANY POSITION WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA

A. General. Travel and transportation allowances under this Part may be authorized for appointees/student trainees assigned to a PDS in the 50 States and the District of Columbia. In return for travel and transportation allowances to the first PDS, the selected individual must agree in writing to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are a debt due the Government. That debt is the individual's financial responsibility. See JTR, par. C4001-A regarding agreement requirements in the case of appointment to an OCONUS position. For information concerning tours of duty at OCONUS locations see JTR, par. C4005-C and Appendix Q.

B. Coverage. New appointees to any position are eligible for payment of only those travel and transportation expenses listed in par. C4051-E in relocating to the first official station. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of a RIF or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in pars. C1052-B2 and C4101. In addition, for purposes of the allowances prescribed in this regulation, the term new appointee includes a student trainee who is assigned upon completion of college work.

C. DoD Component Responsibility. Because new appointees usually lack experience in Government procedures, each DoD component must adopt special measures to provide full information to new appointees concerning the benefits that may be available to them for travel and transportation involved in reporting to their official stations. Special care must be taken to inform appointees of the limitations on available benefits.

D. Procedural Requirements

1. Agreement. ***No payment for otherwise allowable expenses nor an advance of funds can be made unless the appointee or student trainee has signed the appropriate agreement.***

2. Travel Before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed. For individuals who have performed Presidential transition activities, as described in par. C4050-A, allowable travel and transportation may take place at any time following the most recent Presidential election. However, entitlement to such expenses vests only upon the individual's actual appointment. Nothing in this paragraph should be construed to limit the provisions of Chapter 6, Part E allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid at the time the trainee was appointed as a student trainee.

E. Allowable Expenses. Expenses listed in pars. C4051-E1 through C4051-E10 are payable under the conditions prescribed in this Chapter governing the allowance in question. Note particularly that not all of the listed items are applicable in each situation covered by this part.

*1. Travel expenses including per diem for the appointee or student trainee as set forth in par. C4553-B3. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.***

2. Transportation for the appointee's or student trainee's immediate family as set forth in Chapter 7.

3. PCS mileage if a POC is used in travel as set forth in par. C4250.

4. Transportation and temporary storage of HHG as set forth in Chapter 8.

5. NTS of HHG if appointed to an isolated location as set forth in Chapter 8, Part E, Section 1.

6. Transportation of a mobile home as set forth in Chapter 10.

7. FTA (Foreign Transfer Allowance) - Miscellaneous Expense portion provided in the DSSR, section 241.2 when movement is to a PDS in a foreign area.

8. FTA - Lease Penalty Expense portion provided in the DSSR, section 242.4 when movement is to a PDS in a foreign area.

9. FTA - Predeparture Subsistence Expense portion in the DSSR, section 242.3.

10. Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1 (TQSA rules are in DSSR Section 120).

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for family.

2. House-hunting trip.

3. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13).

4. Miscellaneous expense allowance (JTR, Chapter 9).

5. Residence sale and purchase expenses (JTR Chapter 14).

6. Lease-breaking expenses (except as noted in par. C4051-E8 above).

7. Relocation services (JTR chapter 15).

G. Alternate Origin and Destination. The travel and transportation expense limit in each case is the cost of allowable travel directly between the individual's actual residence at the time of selection or assignment and the PDS to which appointed or assigned. In the case of individuals having performed Presidential transition activities as described in par. C4050-A, the actual residence, at the time of relocation following the most recent Presidential election, is used. However, travel may be from and/or to other locations with the new appointee or student trainee financially responsible for any excess cost involved.

H. Funds Advance. A funds advance for expenses allowable under this section may be made to appointees and student trainees under the procedures prescribed in Chapter 1, Part C.

I. Travel Order Issuance. Travel order issuance for new employees is covered in Chapter 3.

J. Funds Chargeable. All related expenses for a new employee are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions, applicable to other than overseas school teachers, are covered in par. C1052-B.

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

C4100 ELIGIBILITY FOR PCS TRAVEL

A. PCS Travel in the Government's Interest

*1. General. Travel/transportation expenses are payable when it is in the interest of the Government to fill a position by moving a current employee from one duty station to another. This PCS movement authority extends from one Government department/agency to another. There must be no break in continuity of the employee's Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.

2. Department of Defense (DoD) Component Responsibility. It is the responsibility of each DoD component to make decisions that balance the rights of employees and the prudent use of appropriated funds. For instance, activities may determine that well qualified candidates exist within a particular geographical area and therefore in their recruitment announcements, restrict the area of recruitment and/or indicate that PCS allowances are not offered. The Comptroller General held in 61 Comp. Gen. 156 (1981) that payment of relocation expenses need not automatically be tied to the existence of a vacancy announcement issued pursuant to a Merit Promotion Program.

B. Eligibility for PCS Allowances. When PCS orders are authorized in accordance with par. C3000, PCS allowances shall be paid to employees transferred from one official station to another for permanent duty, provided a determination has been made that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. Guidelines for making this determination are as follows:

1. Management Directed. If a DoD component recruits or requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); it will regard such transfer as being in the interest of the Government.

2. PCS Moves Not in Interest of the Government. If an employee actively pursues, solicits or requests a position change resulting in the geographic move of such employee from one PDS to another, such a transfer is primarily for the convenience and benefit of the employee. The gaining activity must formally advise the employee at the time an offer is extended the transfer is in the interest of the employee and not in the interest of the Government, and that PCS expenses shall not be paid by the Government.

3. Notification of Payment or Nonpayment of PCS Allowances. When a DoD component is preparing to recruit for a vacancy, the appropriate official should make every effort to determine prior to advertising the vacancy whether it is in the interest of the Government to pay PCS allowances so this information can be provided during the advertisement period. However, the determination regarding payment or nonpayment of PCS allowances may also be made after applicants have been referred to the selecting official. The determination will be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints alone do not justify the denial of PCS allowances. If a decision is made not to pay PCS allowances, the reason for this decision will be documented in writing by the appropriate official and maintained with the official staffing files. All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances. If interviews are not held, the selectee must be informed, in writing, whether PCS allowances will or will not be paid.

C. PCS Limitation Policy. It is neither cost-effective nor efficient to provide more than one PCS move to an employee during any 12-month period within the DoD. Accordingly, except for the movements described in items 1 through 3, a transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the order-issuing official certifies: the proposed transfer is in the interest of the Government; an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer. This policy will not preclude an employee from accepting a position, but it may cause the employee to move at his/her own expense.

1. movement of employee or reemployed former employee affected by RIF or transfer of functions (see C4101),

2. movement of employee in connection with an agency directed placement,

3. movement of an employee from actual place of residence to a new PDS after the employee exercises return transportation rights from an overseas duty station under an overseas tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual place of residence. (An employee who signed a new agreement in connection with return to actual place of residence and was reimbursed temporary quarters and/or miscellaneous expense allowances has been furnished PCS allowances.)

C4101 MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY RIF AND TRANSFER OF FUNCTION

A. General. Travel and transportation expenses of the employee and his/her dependents and movement of his/her HHG will be allowed under the conditions in par. C4100.

*B. Agreements/Entitlements

1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances under this Part may be allowed when the selected employee agrees in writing to remain in Government service for 12 months (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or storage of HHG, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

2. Entitlements

a. Placement Prior to Separation. When an employee is assigned to a new duty station within the DoD due to RIF/transfer of function, but prior to separation, his travel/transportation entitlement is from the old PDS to the new PDS. This entitlement also applies to an employee transferred prior to RIF separation to a non-DoD Federal agency at a PDS located within the U.S.

b. Placement After Separation. If a former employee was separated due to RIF/transfer of function, and is reemployed:

(1) by another DoD agency,

(2) within 1 year of the date of separation,

(3) under a nontemporary appointment, and

(4) at a different duty station from where the original separation occurred,

the travel/transportation entitlement is from the old PDS where separated to the new PDS. This entitlement also applies to an employee who has been separated and is reemployed within 1 year of the date of separation in a non-DoD Federal agency at a duty station located within the U.S. Nontemporary storage of HHG is not authorized when the employee is assigned to an isolated duty station within the CONUS.

c. Employees Transferring to the U.S. Postal Service. The allowance under this paragraph may also be authorized for an employee of the DoD (5 U.S.C. §5735) who:

(1) is scheduled for separation from DoD, other than for cause;

(2) is selected for appointment to a continuing position with the U.S. Postal Service; and

(3) accepts the appointment.

d. Travel Order Issuance. Travel order issuance is covered in Chapter 3.

e. Funds Chargeable. For travel and transportation expenses, see par. C1052-B.

***C4102 REIMBURSEMENT FOR RELOCATION EXPENSES**

When an employee relocates and meets the eligibility conditions in par. C4100, the employee is authorized allowances for the following:

a. transportation for the employee and dependents, including a PCS mileage for travel by POC, (see par. C4250-A),

b. per diem for the employee,

c. per diem for the dependents,

d. HHG shipment, including temporary storage,

e. HHG NTS in circumstances addressed in Chapter 8,

f. miscellaneous expenses, and

g. expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14.

These allowances are not subject to negotiation between the employing activity and the employee and the employing activity does not have the discretion to reduce or change the allowances (55 Comp. Gen. 613 (1976)). The employing activity may, at its discretion, authorize a HHT and/or temporary quarters subsistence expense allowances (TQSE) and authorize POV shipment under the provisions in Chapter 11.

C4103 MOVEMENT TO AND WITHIN CONUS

A. General. Under the eligibility conditions in par. C4100, travel and transportation expenses shall be authorized incident to a transfer to and within CONUS.

B. Requirements/Entitlements

1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months shall be required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

2. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

3. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4104 MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a PDS in CONUS to an overseas PDS.

B. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees appointed/transferred to an OCONUS PDS when the employee agrees in writing to remain in Government service for a specific period of time (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

C. Entitlements and Allowances. Transportation entitlement and allowances are from PDS in CONUS to the overseas PDS.

D. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

E. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4105 MOVEMENT BETWEEN OCONUS ACTIVITIES

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one OCONUS PDS to another OCONUS PDS.

B. Requirements and Entitlements

1. Agreement Requirements. Agreement requirements are covered here and in par. C4002. An employee who is not serving under an agreement may be moved from one OCONUS activity to another under the same circumstances as those for movements within CONUS. In this situation, the requirements and entitlements cited in par. C4103-B are applicable, except that Chapter 8, Part C, Section 3 is applicable to HHG transportation. Movement of an employee serving under an agreement, within and between DoD components, require negotiation of another agreement as provided in par. C4005-C. In the latter case, if the employee has completed the prescribed tour of duty at the OCONUS duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement includes a statement that the employee waives rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.

2. Entitlements and Allowances. Transportation entitlement is from the old PDS to the new PDS.

3. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

4. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4106 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION

A. Entitlement Limitation. When there are successive PCSs and movement of dependents and/or HHG is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official stations, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.

B. Funding

1. Within Same Department. If all authorized successive PCS transfers involve activities in the same department, cost shall be borne by that department for delayed allowable movement of HHG and/or dependents.

2. Different Departments Involved. If the transfer to a last duty station is a different department, that department shall be responsible to the extent of allowable constructive cost between the activity from which the employee is transferred to the last duty station when there is a delayed movement of HHG and/or dependents from some other duty station under authority issued by a different department. With regard to such delayed movement, allowable cost difference from the prior duty station shall be borne by the department that issued the unused authority, provided the 2-year time limitation under such authority has not expired (B-153732, April 17, 1964).

C4107 HOUSEHUNTING TRIP (HHT)

A. General. The authority to provide an employee and/or spouse a trip at Government expense to a new PDS to find a permanent residence prior to transfer is a management tool. Its purpose is to lower the Government's overall relocation costs by reducing the time an employee would otherwise occupy temporary quarters. A HHT:

Effective 19 February 2002
*1. is a ***discretionary allowance, not an entitlement***, that the authorizing/order-issuing official, ***not the employee***, determines is necessary;

2. may ***only*** be authorized:

a. on an individual-case basis,

b. when an employee has accepted a permanent transfer, and

c. the employee's circumstances indicate the need for a HHT;

3. may not be authorized to assist an employee in deciding whether or not to accept a transfer; and

4. may be authorized only for an employee and/or spouse.

B. Definitions

1. Househunting Trip. A trip made by the employee and/or spouse to a new PDS locality to find permanent living quarters to rent or purchase.

2. Living Quarters. Apartments, condominiums, and cooperatives in addition to townhomes and single family homes.

C. Eligible Employees. An employee may be authorized a HHT when:

1. a PCS is authorized;

2. both old and new PDS are located within the U.S.;

3. Government or other prearranged housing is not assigned at the new PDS; and,

4. the old and new PDS are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

D. Individuals Ineligible for HHT. A HHT is not authorized for:

1. new appointees or their dependents covered under par. C4051;

2. employees authorized transportation for dependents and/or HHG to or from a training location when the transportation is authorized in lieu of per diem or actual expense allowance while at the training location under the provisions of par. C4500;

3. children.

E. Separate Trips By Employee and Spouse. Only one round trip for househunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

F. When HHT May Begin. A HHT may begin as soon as the employee is notified of the transfer and:

Effective 19 February 2002
*1. receives a PCS order authorizing the HHT in advance of the PCS travel (see par. C4107-Q for travel order requirements);

2. the employee signs a transportation agreement; and

3. the DoD component establishes, and informs the employee of, the employee's reporting date to the new PDS.

G. When HHT Must be Completed. An employee's round trip househunting travel must be completed by the day before reporting to the new PDS. A spouse's round trip househunting travel must be completed by (1) the day before relocation of the family to the new PDS, or (2) the expiration of the maximum time for beginning allowable travel and transportation, whichever is earlier. ***NOTE: The maximum time for beginning allowable travel and transportation is normally 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

Effective 19 February 2002
*H. Who May Authorize HHT. After considering par. C4107-I, an authorizing/order-issuing official or designee may authorize a HHT. The authorizing/order-issuing official or designee must determine:

1. if a HHT is necessary;

*2. whether subsistence reimbursement is to be per diem under the lodgings-plus method (par. C4701-O1) or fixed amount (par. C4701-O2);

3. the appropriate duration of a HHT;

4. the authorized mode(s) of transportation to and from the new PDS location; and

5. the authorized transportation mode(s) for local travel while househunting at the new PDS location.

I. Considerations

Effective 19 February 2002
*1. General. ***The HHT expenses allowance must be administered to minimize or avoid its use when other satisfactory and more economical alternatives are available.*** An authorizing/order-issuing official or designee must consider pars. C4107-I2, C4107-I3, C4107-I4, C4107-I5 and C4107-I6 before authorizing a HHT.

2. Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

3. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.

4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.

5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.

6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;

2. when the employee has not yet formally agreed to transfer to the new PDS;

3. when the old and/or new PDS are located outside the United States; or

4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Duration of Trip. Househunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

L. Transportation To and/or From New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, MTMC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in par C4107-O1. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with par. C4107-O2. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under par. C4107-O1 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under par. C4107-O2 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.

3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either par. C4107-O1 or C4107-O2.

1. Lodgings-Plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for a HHT.

*2. Fixed Amount. The amount calculated under .par. C4107-O2a or C4107-O2b, as applicable:

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a. The employee and spouse both travel (either together or separately), the applicable locality rate (listed at ***http://www.dtic.mil/perdiem/pdrates.html***) multiplied by 6.25, or

b. If only one (employee or spouse) travels, the applicable locality rate (listed at ***http://www.dtic.mil/perdiem/pdrates.html***) multiplied by 5.

The fixed amount determined in par. C4107-O2a or C4107-O2b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the househunting trip. ***Any balance from the determined fixed amount not used by the employee for expenses still belongs to the employee and may be taxable (41 CFR §302-5.18).***

3. Examples: Subsistence Amount Calculations

An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is $166 ($124 for lodging and $42 for M&IE). The double occupancy lodging cost is $90. The single occupancy lodging cost is $60.

Case 1

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under (par.C4107-O1) the lodging-plus method.

Per diem for the employee:

Day of travel to Arlington: 75% x $42 = $31.50 plus $45 (1/2 lodging cost) =	$76.50
8 days in the Arlington Area: $42 (M&IE) + $45 (Lodging) = $87 x 8 days =	$696.00
Day of return to PDS: 75% x $42 =	$31.50

Per diem for the spouse

Under par. C7006-2 the maximum amount allowable is ¾ of the per diem rate to which the employee is entitled under par. C4553.

Computing Maximum amount Allowable for spouse:

Maximum allowed for M&IE: ¾ x $42 (M&IE) = $31.50

Maximum allowed for lodging: ¾ x $124 = $93

Computing Actual Amount allowed for spouse:

Day of travel to Arlington: 75% x $31.50 = $23.62 plus $45 (1/2 lodging cost which is within the maximum $93 allowed) =		$68.62
8 days in the Arlington Area $31.50 (M&IE) + $45 (lodging cost) =	$76.50	
8 days x $76.50 =		$612.00
Day of return to PDS: 75% x $31.50 =		$23.62
Total		**$1508.24**

Employee must provide receipts for lodging.

Case 2
The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2) for a 10 day trip. The employee accepts subsistence at the fixed amount (par. C4107-O2a).

Subsistence for employee and spouse: $166 x 6.25 = **Total $1037.50**
No receipts for lodging required.

Case 3
Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under the lodging-plus method (par. C4107-O1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to $166 ($42 (M&IE) and $124 (lodging)).
Per diem for the spouse (lodging cost $60) is as follows:

Days of travel to Arlington: $31.50 (75% x $42) + $60 (lodging) =	$91.50
8 days in the Arlington area: $42 + $60 = $102 x 8 days =	$816.00
Day of return to PDS: 75% x $42 =	$31.50
Total	**$939.00**

Employee must provide receipts for lodging.

NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (par. C4107-O2). The employee accepts the fixed amount (par. C4107-O2b).
Subsistence for the spouse is: $166 x 5 = **Total $830.00**
No receipts for lodging required.

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under par. C4107-O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under par. C4107-O2, no itemization or receipts are required.

Q. Travel Order Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status While on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT In Connection With TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

a. ***paid*** for ***5*** days of a HHT, then ***deduct 5*** days from the first 30-day period of authorized TQSE(AE),

b. ***paid*** for ***6.25*** days of a HHT, then ***deduct 6*** days from the first 30-day period of authorized TQSE(AE), or

c. ***reimbursed*** for ***10*** days of a HHT, then ***deduct 10*** days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are ***never*** deducted from TQSE(F). See par. C13320.

Effective 19 February 2002
***C4108 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY OR AREA (41 CFR §302-2.6))**

A. Authorization/Approval. Travel, transportation, and other related allowances, as applicable, may be authorized/approved incident to a PCS when the:

1. PCS is in the Government's interest,

2. PCS is to a new PDS which is at least 50 miles from the old PDS,

3. PCS is not primarily for the convenience or benefit of the employee or at the employee's request, and

4. residence relocation is incident to the PCS. In determining that the residence relocation is incident to the PCS, the travel authorizing/approving official must consider:

a. commuting time and distance between the employee's residence at the time of PCS notification and the old and new PDSs, and

b. the commuting time and distance between a proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee daily commuted to the old PDS).

For exceptions see par. C4108-B.

B. Exceptions. On a case-by-case basis the authorizing/order-issuing official may authorize relocation expense reimbursement for PCS moves of less than 50 miles when it is determined that the move is in the Government's interest, ***and without the move***:

1. The one-way commuting distance between the residence being occupied, while serving at the old PDS, and the new PDS increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles);

2. There is an increase in the commuting time to the new PDS; or

3. A financial hardship is imposed due to increased commuting costs.

C. PCS Allowances Claims Must Satisfy Conditions. PCS allowances claims authorized in an order must satisfy the conditions in par. C4108-A or C4108-B before reimbursement is allowed. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C4108-A and C4108-B as applicable. ***Non-compliance is grounds for denial of the various allowances***. See Chapter 16 for reimbursement of additional taxes incurred by employees on PCS allowance reimbursement.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are "employees" for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. ***NOTE: See http://www.opm.gov/programs/ipa/index.htm for information and OPM regulations concerning the IPA Mobility Program.***

C4110 RETURN FROM MILITARY DUTY

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place from which resigned to enter the Armed Forces, the employee may be regarded as restored at that place for the purpose of paying travel expenses in connection with a transfer in the interest of the Government, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in such case is allowable as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee shall be assigned to a different PDS than the one from which resigned to enter the Armed Forces. An employee returned from the point where released from military duty directly to the employee's new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee's status as a:

1. military member being discharged is entitled to travel and transportation for himself, dependents, and HHG from the place released from military service to the HOR, or PLEAD.

2. civilian employee, the employee is entitled to travel and transportation for himself or dependents, and HHG from the civilian PDS from which resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the miscellaneous expense allowance in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease described in Chapter 14, (c) a househunting trip if authorized in the orders under par. C4107 and (d) TQSE if authorized/approved in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee's entitlement (described in item 1) as a military member being discharged, no additional payment shall be allowed for such travel and transportation. If the entire cost for such travel and transportation is not covered by the entitlement described in item 1, the travel and transportation allowances in item 2 shall be used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

NOTE: See JFTR, Chapter 7, Part G for travel entitlements when members of reserve components (including dual status technicians) and retired members are called (or ordered) to active duty.

C4111 TEMPORARY CHANGE OF STATION (TCS)

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:

a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;

b. the assignment is not less than 6 months nor more than 30 months;

c. TDY travel and per diem otherwise are payable; and

d. the order-issuing official determines TCS is more advantageous than TDY as in par. C4111-C.

NOTE: A transportation agreement is not required for a TCS move.

2. Employees. All employees are eligible for a TCS except:

a. a new appointee;

b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;

c. an individual serving without pay or at $1 a year;

d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or

e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering pars. C4111-C1 through C4111-C4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.

2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

3. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pay entitlements such as locality pay and non-foreign cost of living allowances.

4. Equity Concerns. The financial inequity that results when a long-term TDY employee subsists in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

D. TCS Allowances

1. Entitlements. Instead of TDY travel and transportation allowances including per diem while at the TDY location, an employee is authorized:

a. mileage as in par. C4250 if a POC is used;

b. employee's travel expenses including per diem as in par. C4553-B3;

c. transportation and per diem for immediate family as in Chapter 7;

d. transportation and temporary storage of HHG as in Chapter 8;

e. miscellaneous expense allowance as in Chapter 9;

f. transportation of a mobile home instead of HHG transportation as in Chapter 10;

g. transportation of POV(s) as in Chapter 11;

h. property management services as in Chapter 15; and

i. relocation income tax allowance as in Chapter 16.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for a TCS.

2. Discretionary Allowances. The employee may be authorized:

a. a househunting trip as in par. C4107; and

b. subsistence while occupying temporary quarters as in Chapter 13.

3. During Assignment

a. NTS of HHG When Necessary. HHG may be in NTS for the duration of the TCS. The transportation officer determines the NTS location. The total weight of HHG stored plus the weight of HHG transported shall not exceed 18,000 pounds.

b. Property Management Services for the Employee's Residence at the Old PDS for the Duration of the TCS. See Chapter 15.

4. Upon Assignment Completion. The employee is entitled to all of the allowances in pars. C4111-D1 and C4111-D2, except property management services (par C4111-D1h and the househunting trip (par. C4111-D2a) when returning to the original PDS upon completion of long-term temporary assignment.

E. Temporary Official Station Becomes PDS. TCS allowance entitlement stops beginning the day the temporary official station becomes the PDS. The following allowances are payable when the temporary official station becomes the PDS:

1. travel, including per diem as in par. C4553-B3 for employee and Chapter 7 for dependents who relocated to temporary official station for one round-trip between the temporary official station and old PDS;

2. transportation and per diem as in Chapter 7 for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. subsistence while occupying temporary quarters as in Chapter 13 may be authorized in extraordinary circumstance;

4. real estate expense as in Chapter 14;

5. residence-related relocation services expenses as in Chapter 15;

6. property management expenses as in Chapter 15;

7. transportation of HHG not previously transported to the temporary official station (18,000 pounds maximum applies);

8. transportation of POV not previously transported if authorized in Chapter 11; and

*9. short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

Expenses not payable when permanently assigned to the temporary official station:

1. househunting trip to the temporary official station, and

2. residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

F. Separation from Government Service

1. Upon Completion of Long-term Assignment. An employee who separates (retires/resigns) from Government service upon completion of the long-term temporary assignment is entitled to the same relocation expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, relocation expenses on a constructive basis are allowed not to exceed the expenses that would have been paid incident to return to the PDS.

2. Prior to Completion of Long-term Assignment. An employee who separates from Government service prior to completion of the long-term temporary assignment, for reasons beyond the employee's control and acceptable to agency, is entitled to the same relocation expenses (as indicated in par. C4111-F1) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

C4112 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO OR FROM A REMOTE OR ISOLATED LOCATION (FTR § 302-1.15)

A. General. Limitations on relocation allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 U.S.C. Chapter 57, Subchapter II and prescribed in this regulation may be waived by the Secretarial Process for any employee relocating to or from a remote or isolated location when the following conditions are met:

1. the limitation, if not waived, would cause the employee to suffer a hardship; and

2. the official waiving PCS limitations certifies in writing both the waiver and the reason(s) for the waiver.

B. Remote or Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	**Effective Date**	**Biennial Recertification Date**
1.		
2.		
3.		

C. Designating a PDS as Remote or Isolated Location. A request to designate a PDS as a remote or isolated location should be submitted with justification to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed in the to the JTR under the heading Feedback Reporting. Justification for continuing a PDS designation as an isolated or remote location must be submitted by the biennial recertification date indicated in the table in subpar. B or the designation will be deleted.

D. Criteria for Designating a PDS as a Remote or Isolated Location

1. Criteria. In the circumstances described in subpars. 2 or 3, any PDS is a remote or isolated location for the purpose of this paragraph if listed in subpar. B. For NTS of HHG at an isolated PDS, see Chapter 8, Part E, Section 1.

2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their work week as a normal and continuing part of the conditions of employment.

3. Extraordinary Conditions. Transportation may be accomplished only by boat, aircraft, or unusual conveyance, or under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, or hardship significantly greater than that encountered in metropolitan area commuting.

PART D: RENEWAL AGREEMENT TRAVEL (RAT)

C4150 GENERAL

Employees may be eligible to receive travel/transportation expense allowances for returning home between OCONUS tours of duty to take leave. The provisions of this Part apply to employees serving OCONUS tours of duty. These provisions also apply to employees serving tours of duty in Alaska or Hawaii but only under the conditions specified in pars. C4152 and C4153.

C4151 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for allowances described in par. C4150, prior to departure from the OCONUS PDS, an employee must have:

1. satisfactorily completed an agreed period of service or the prescribed tour of duty;

*2. entered into a new written agreement for another period of service at the same or another OCONUS post or duty station; (the agreement covers costs incident to travel to the employee's actual residence or alternate location ***(See pars. C4162-A and C4162-B)*** and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour renewal agreement travel); and

3. qualified for eligibility status under the provisions of pars. C4152 and C4153, if the post of duty involved is located in Alaska or Hawaii.

C4152 EMPLOYEES STATIONED IN ALASKA OR HAWAII ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations listed in par. C4152, items 1, 2, or 3, involving a post of duty in Alaska or Hawaii will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty within Alaska or Hawaii. Transfers between Alaska and Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this paragraph. On 8 September 1982, the employee must have been:

1. serving a tour of duty in Alaska or Hawaii on that date;

2. en route to a post of duty in Alaska or Hawaii under a written agreement to serve a tour of duty; or

3. engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or Hawaii.

C4153 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAII AFTER 8 SEPTEMBER 1982

Except for situations described in par. C4152, the travel and transportation expenses allowable for tour renewal agreement travel in this Part may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after 8 September 1982, unless it is determined under regulations by the DoD component involved that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill DoD component staffing needs to accomplish the DoD component's mission. These provisions are intended to insure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. DoD component regulations will prescribe criteria and guidelines to determine the need for payment of tour renewal agreement travel expenses. The DoD component determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a particular position in Alaska or Hawaii will be reviewed periodically but not less than every five years. The payment of

travel and transportation expenses for tour renewal agreement travel for recruiting or retention purpose is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees will be advised in writing of this limitation. The provisions of this paragraph do not affect the provisions governing overseas assignments and return for employees transferred or new appointees assigned to post of duty in Alaska or Hawaii.

C4154 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized expenses for travel (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Those expenses also are authorized from the actual residence upon return to the same or another OCONUS PDS; except with respect to Alaska and Hawaii. When Alaska and Hawaii are involved the return must be to a PDS located within the same State (Alaska or Hawaii) as the PDS at which the employee served immediately prior to RAT (see par. C4152).

C4155 RENEWAL AGREEMENT TRAVEL DENIAL/DELAY

A. Renewal Agreement Travel Denial. Except as provided for teachers in par. C4164, RAT travel may be denied under the following circumstances:

1. the employee is being processed for separation,

2. a RIF involving the employee is imminent,

3. a removal action is pending against the employee,

4. the employee's reassignment has been directed to a position in the U.S., or

5. the employee is to be reassigned to a CONUS position in connection with rotation on similar programs which precludes completion of a required period of service under a renewal agreement.

B. Renewal Agreement Travel Delay. ***NOTE: Delay may not be imposed on persons in DODEA teaching positions.*** An employee who has earned RAT may not be denied such travel at Government expense except under the circumstances listed above in par. C4155-A. The time at which leave is granted to perform RAT, however, is subject to approval by the OCONUS command concerned. While RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2), travel at a later date within a tour of duty may be authorized or approved by the employee's OCONUS command (B-232179, 6 October 1989).

1. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) for not to exceed 90 days if:

a. the employee is engaged on a project which is scheduled to be completed within a reasonable time,

b. there is a temporary shortage of personnel, or

c. for other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

2. Delay at Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal or job related reasons acceptable to and approved by the OCONUS command concerned (see par. C4005-C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of par. C4155-B2a or par. C4155-B2b below:

a. the renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

b. 12 months.

3. Five Year Limit on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the RAT tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond the 5-year limit on OCONUS assignments, unless the employee is not affected by, or has been released from, the 5-year OCONUS service limitation (see par. C4005-C1e).

4. Computing Tour of Duty when Delayed RAT is Involved and Employee is not Affected by the 5-Year OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 01. The employee was eligible to perform RAT beginning 1 July after signing a 24-month renewal agreement. The employee departed the PDS on 1 July, performed RAT and returned 31 July 01. The new tour of duty begins on 1 August 01 and ends 31 July 03 (i.e., 24 months after return from RAT).

If the initial tour was extended for the same employee to 31 August 01, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 01, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 01 and ending 31 July 03. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

C4158 TRANSPORTATION OF BAGGAGE

Transportation of necessary baggage is allowed as provided in par. C2305.

C4159 TEMPORARY STORAGE OF HHG

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

C4160 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

***NOTE*: AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.**

C4161 LEAVE STATUS DURING ABSENCE FROM DUTY

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity. (see par. C4164).

C4162 ALTERNATE DESTINATION

A. Entitlement. Employees/dependents are authorized to perform RAT to a destination (other than the employee's actual residence) in:

1. U.S., or

2. the country of the employee's actual residence.

Either destination listed above is an official travel destination to and from which available contract city pair fares may be used.

*B. Time and Location Requirement. To be entitled to RAT, an employee whose actual residence is in the U.S., must spend majority of the RAT time in the U.S.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162-A. and C4162-B,

2. is merely routed through the country of actual residence en route to another country, or

3. travels to various points for personal reasons (e.g., a "travel tour").

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order,

2. omitted from the travel order may be amended to include the alternate destination,

3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

C4163 LIMITATIONS

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point Relocation. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

a. under an agreement to attend an accredited college/university,

b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or

c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or

d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;

b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;

c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen

field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

C. Storage of HHG Between School Years

1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 8, Part E, Section 3.

2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.

3. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.

4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.

6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

PART E: SEPARATION TRAVEL FROM OCONUS DUTY

C4200 PERSONS ELIGIBLE FOR SEPARATION TRAVEL ENTITLEMENTS

An employee is entitled to travel and transportation allowances under this Part to the actual residence upon separation from Federal service if the employee has:

1. an agreement providing for return travel and transportation allowances;

2. served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and

3. resigned or been separated involuntarily. ***NOTE:*** ***A resignation must be executed before the employee leaves the OCONUS activity.***

C4201 SEPARATION TRAVEL ENTITLEMENTS

An employee is entitled to travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment or transfer to the OCONUS PDS. Travel and transportation allowances may be paid for travel to an alternate destination anywhere in the world up to the constructive cost of such allowances for travel from the OCONUS PDS to the actual residence. The employee is liable for any excess costs (63 Comp. Gen. 281 (1984)). Employees are not entitled to travel and transportation allowances if separated from a PDS in the same geographical locality as the actual residence or alternate location.

C4202 LOSS OF SEPARATION TRAVEL ENTITLEMENTS

A. Election to Separate OCONUS for Personal Reasons. An employee's election must be in writing and include a statement that the employee understands the loss of travel entitlements.

B. Refusal to Accept or Use Return Travel Entitlements Within a Reasonable Time After Release from Duty. A separating employee loses return travel entitlements when the employee refuses to accept or use them after release from work status in the OCONUS position. OCONUS activity commanding officers may authorize a delay for a reasonable period upon receipt of an employee's written request. Normally, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer, warrant a longer delay, return travel may be delayed up to 2 years from the separation date. Requests for delays from employees separating OCONUS to accept private OCONUS employment or retire locally for the purpose of establishing an OCONUS retirement residence must not be approved. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept or use travel entitlements at the expiration of the approved delay period, the employee loses the entitlements.

C4203 LIMITED SEPARATION TRAVEL ENTITLEMENTS

If an employee loses or does not use personal travel entitlements, the employee is entitled travel entitlements for dependents and HHG, provided that they are used within a reasonable time as provided in Chapters 7 and 8. When a partial or delayed use of travel entitlements is anticipated, the circumstances should be made a matter of written record. Travel orders should clearly state the extent to which travel entitlements are used, when applicable.

C4204 EMPLOYEES NOT ELIGIBLE FOR SEPARATION TRAVEL ENTITLEMENTS

The following are not entitled to separation travel entitlements:

1. employees hired locally OCONUS who are not eligible to sign an agreement, and

2. employees who violate their agreements prior to completion of the minimum periods of service required under their current agreements unless they have unused previously-earned travel entitlements.

C4205 EMPLOYMENT IN ANOTHER DOD COMPONENT WITHOUT A BREAK IN SERVICE AFTER SEPARATION FROM THE LOSING ACTIVITY

A. General. As provided in par. C1052-E3, the losing OCONUS activity pays an employee's travel/transportation allowances to the authorized separation destination up to those payable to the actual residence. The losing OCONUS activity pays these costs even though an employee is employed without a break in service by a different DoD component after arrival at the authorized separation destination.

B. New Duty Station at Other Than the Authorized Separation Destination

1. General. If the new PDS is somewhere other than the authorized separation destination necessitating additional travel, travel/transportation allowances are paid by the gaining DoD component, when PCS allowances are authorized by the gaining DoD component. These payments shall not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel allowances paid by the losing OCONUS activity.

2. PCS Allowances Related to the New PDS. Par. C4102 lists the mandatory and discretionary allowances that are the responsibility of the acquiring DoD component when that component authorizes PCS allowances and the employee meets eligibility conditions prescribed in this volume for the allowances concerned. The fact that the separation destination is the employee's actual residence and also the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA). The applicable PCS allowances are not authorized until the employee signs a new transportation agreement (see par. C4001). The following examples indicate the extent of eligibility in various situations involving an employee, whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

EXAMPLE 1

The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component for assignment to a new PDS at Dayton, OH. The gaining DoD component, at its expense, may authorize:

-- the additional travel/transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel/transportation costs incurred by the losing DoD component;

-- per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-- TQSE at Dayton, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 2

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Washington, DC. There is no eligibility for additional travel/transportation allowances between Chicago and Washington. However, the gaining DoD component, at its expense, may authorize TQSE at Washington, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 3

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Denver, CO. The gaining DoD component, at its expense, may authorize:

-- the additional travel/transportation from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel costs incurred by the losing DoD component;

-- per diem en route for dependents relating only to travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-- TQSE at Denver, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 4

The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Chicago. There is no eligibility for additional travel/transportation allowances for the employee or dependents. However, the gaining DoD component, at its expense, may authorize TQSE at Chicago and a miscellaneous expense allowance.

3. Prohibition. If a break in service occurs between the separation date and the employment date, no allowances are payable for travel/transportation from actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C4051. If there is no break in service and it is determined that the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

4. Travel Order Conditions. A PCS travel order is not appropriate for travel under the provisions of this paragraph. Movement from the old OCONUS PDS to actual residence/allowable alternate destination is by separation order. The gaining DoD component is responsible for issuing a travel order, ("Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel", DD Form 1614), authorizing travel from the point at which the old OCONUS PDS activity's responsibility ends and the new PDS activity's responsibility begins. The travel order must contain the same basic information as that for a PCS order prescribed in Chapter 3 and should include the following statement in Item 28 "Remarks or Other Authorizations": "Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty."

PART F: ALLOWANCES FOR USE OF POC FOR PDT

C4250 MILEAGE ALLOWANCE

*A. Travel by Privately Owned Automobile. Except for renewal agreement travel, the mileage allowance rates for PDT by privately owned automobile, when authorized or approved depends on the number of authorized travelers in the automobile. An authorized traveler is any employee or dependent traveling due to the PDT order. See par. C2505 for PCS mileage rates. These rates are for the use of only one privately owned automobile per household. Unless authorization is granted under the provisions of par. C2159-C for an employee and dependents to use more than one privately owned automobile, reimbursement is authorized as though the employee and dependents used only one automobile. Reimbursement for all privately owned airplane or motorcycle PDT and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2159 and shall not exceed the common carrier travel cost.

B. Mixed Transportation Modes. When POC use is authorized/approved for PDT and travel is partly by POC and partly by common carrier at personal expense (see par. C2207), the traveler is entitled to the PCS mileage rate for the distance traveled by POC plus the common carrier cost, and per diem for actual travel time. The total amount shall not exceed the PCS mileage plus per diem for the ordered travel.

C. Other Reimbursable Expenses. Except for circuitous portions of PCS travel, parking fees, ferry fares and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

*C4251 USE OF MORE THAN ONE AUTOMOBILE

Authorization for the use of more than one POA is limited to PDT that is advantageous to the Government. The conditions for authorizing reimbursement are prescribed in par. C2159-C.

C4252 NOT USED

C4253 COMPUTING POC TRAVEL REIMBURSEMENT

*The following examples illustrate the method of computing the PCS mileage rate and per diem incident to travel by POC for PDT.

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.

EXAMPLE 1

NOTE: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.

An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days by POA accompanied by spouse and 2-year old child. The employee may be paid per diem for up to 8 1/4 days (2,826 miles based on an average of 350 miles per day).

Reimbursement Computation	
POA Travel: 2,826 miles @ $0.19 a mile	$ 536.94
Maximum allowable per diem for employee: 8 ¼ days @ $85 (Standard CONUS per diem rate)	701.25
Per diem allowable for actual travel under lodging plus system, that did not exceed the maximum allowable of $701.25, was	594.00
Per diem for accompanying spouse at ¾ of the amount due the employee ($594.00)	445.50
Per Diem for the accompanying child under 12 years old at ½ the amount due the employee	297.00
Tolls	10.00
Total amount payable to employee	**$1,883.44**

The per diem allowance is computed as prescribed in pars. C7006 and C4300-A and examples in par. C4565.

EXAMPLE 2

*If the employee in Example 1 travels alone in one POA and spouse and child travel in a second POA, the reimbursement is the same as in Example 1, if there is no justification under par. C2159-C for authorizing the use of more than one vehicle.

EXAMPLE 3

An employee performs PCS travel from New York City to Atlanta, GA by privately owned automobile. Spouse and two children did not accompany employee because housing had not been arranged at Atlanta. Two weeks after arrival, the employee finds housing, returns to New York City by privately owned automobile over a weekend, and drives the spouse and two children to Atlanta.

Computation of the PCS Mileage Allowance Rate	
866 miles @ $0.15 per mile (employee only)	$129.90
866 miles @ $0.19 per mile (spouse and 2 children)	$164.54
Total PCS mileage allowance rate payable for privately owned automobile travel	**$294.44**

In addition to the foregoing PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days. No per diem is payable for the employee's second trip. The employee is entitled to reimbursement for tolls for the first and second trips from New York to Atlanta. The employee is not entitled to reimbursement for distance or tolls for the trip from Atlanta to New York City. Per diem allowance for dependents is computed as prescribed in pars. C7006 and C4300.

PART G: PER DIEM FOR PDT BY POC

Effective 19 February 2002
C4300 ALLOWABLE PER DIEM

A. POC (Except Airplane) Use Advantageous to the Government. When POC (except an airplane) use for PDT is authorized (see par. C4552-F when travel is 12 or fewer hours), the per diem entitlement is the lesser of:

1. the result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see ***NOTE***), or

2. the actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

NOTE: An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee). In these cases, per diem may be allowed for the delay period or for a shorter period as determined by the DoD component. The employee may be required by finance regulations to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay.

*B. POC (Except Airplane) Use Not Advantageous to the Government. When a POC (except an airplane) is used for PDT and that use is not advantageous to the Government, the per diem allowance is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. This paragraph does not apply to travel under par. C2180.

C. Rates of Per Diem. See par. C4553-B for applicable rates of per diem.

*PART H: AGREEMENT VIOLATIONS

C4350 RESPONSIBILITIES

A. Employee. An employee is responsible to carry out the mission for which travel is undertaken. An employee, who does not report to the designated PDS or, who, upon arrival there, refuses to perform the mission or resigns, shall reimburse the Government for the PDT travel and transportation allowances paid. Under certain other circumstances described in this Part, an employee may become indebted to the Government for the payment of travel expenses.

B. Various Officials. Officials responsible for directing travel and/or approving reimbursement also are responsible for ensuring that funds are used for official travel purposes and in accordance with the conditions prescribed.

C. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. notify the finance, fiscal, or disbursing officer when an employee violates a transportation agreement;

2. ensure that an indebtedness determination is made prior to processing the employee's separation; and

3. include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance, fiscal or disbursing officer.

D. Finance, Fiscal, or Disbursing Officer

1. Entitlement Determination. The appropriate finance, fiscal or disbursing officer must determine an employee's travel and transportation allowances under this Part. Determination must be made prior to processing the employee's separation. Travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity where the violation occurred.

2. Statement of Liability or Credit. In each transportation agreement violation instance, the finance, fiscal or disbursing officer must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, credits (and an explanation of how the credits may be used or applied), and other obligations, as provided in this Part. A copy must be sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee should be informed of the right to file a claim if the employee disagrees with the statement of liability or credit. A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance, fiscal or disbursing officer determines that an employee is indebted to the Government, the officer must immediately initiate collection action.

C4351 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A transportation agreement provision requiring service for 12 months following the effective date of transfer is not voided by a subsequent transfer within that period, whether at the employee's request or in the Government's interest. The provision is also not voided when the employee signs another transportation agreement incident to a subsequent transfer. The employee's financial responsibility to the Government for travel and transportation relocation allowances and cost is determined separately under each transportation agreement, as illustrated in the following examples.

***NOTE*: The time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department or agency. In such cases, no liability results. The time limit for each transportation agreement violated must be waived separately.**

EXAMPLE 1

An employee at PDS A is required to serve for 12 months under a transportation agreement. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new transportation agreement that requires 12 months of service. After serving 4 months at PDS B, the employee resigns. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government in connection with the transfer to PDS A, and from PDS A to PDS B. This is because the total service period at PDSs A and B is less than 12 months.

EXAMPLE 2

If, under EXAMPLE 1, the employee served 7 months at PDS B and then resigned, the total service at PDSs A and B is 13 months. The 12-month service requirement under the transportation agreement relating to PDS A is satisfied and there is no liability for travel to PDS A. The employee is, however, liable for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

B. To CONUS. An employee, transferred to a CONUS PDS from an OCONUS PDS, who has failed to satisfy a transportation agreement service requirement under which the employee is serving at the time of the transfer is subject to par. C4352. An employee who fails to satisfy a transportation agreement service requirement signed at the time of transfer to a new CONUS PDS is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer. If the employee has an unused earned entitlement for return travel and transportation allowances to the actual residence for separation from the OCONUS PDS at the time of transfer to the new CONUS PDS, the constructive cost of those unused earned travel and transportation allowances is a credit that reduces or eliminates the employees' financial responsibility to the Government.

C. Within or from the CONUS. An employee transferred from a CONUS PDS to either another CONUS PDS or an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer.

D. Appointees to First PDS. An appointee to a first PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to the first PDS.

C4352 AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES

A. Failure to Satisfy Service Requirement. An employee assigned or appointed to an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to that PDS and is not entitled to return travel and transportation allowances.

B. Violation During the First Year of Service Under an Initial Agreement. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completion of 12 months of service under the initial agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS of:

1. the employee;

2. the employee's dependents;

3. HHG (including temporary storage and NTS of HHG;

4. a POV; and

5. a mobile home.

Return travel is at employee's financial responsibility. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave toward completion of the minimum service requirement (B-184948, November 18, 1975). This subparagraph and subpar. C apply to all OCONUS employees. Additional penalty conditions in subpar. E apply to DoDDS teachers.

C. Violation After 1 Year of Service Under an Initial Agreement. An employee, who completes one year of an OCONUS assignment and who, for reasons unacceptable to the employing DoD component fails to satisfy an initial agreement service requirement in excess of one year, is not financially responsible for the travel and transportation cost and related allowances associated with the move to an OCONUS PDS, except for any charge for NTS of HHG incurred after the end of the first year. Additionally, the employee is financially responsible for all costs of HHG shipment and storage after the violation date and must be so advised immediately. The employee is not entitled to return transportation of a POV. Government funds may not be used to purchase commercial transportation for ineligible employees. If an employee has insufficient funds, repatriation transportation may be authorized as provided in par. C6300.

D. Employees Serving Under Renewal Agreements

1. General. An employee who fails to complete the service specified in a renewal agreement for an additional tour for reasons not beyond the employee's control and not acceptable to the employing DoD component is financially responsible for the costs as indicated in subpars. 2 and 3.

2. When Employee Fails to Complete 1 Year of Service. When an employee fails to complete 1 year of service under a renewal agreement, the employee is financially responsible for costs of:

a. transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS where the employee failed to complete a year of service;

b. transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG shipment from the former PDS to the last PDS, and temporary storage;

d. POV shipment or NTS of the HHG, unless an earned entitlement exists for the NTS of the HHG or return transportation of the POV; and

e. the miscellaneous expense allowance paid for a transfer from a former to the last PDS.

The employee is also financially responsible for personal transportation and transportation for dependents and HHG from the employee's last PDS to the actual residence. The employee is financially responsible for any costs incurred by the Government for these purposes. In these circumstances, however, the employee is entitled to certain unused allowances accrued under a prior agreement under which the employee completed the agreed-upon service period. The employee is entitled to unused allowances for personal transportation and the transportation for dependents and HHG (including temporary storage) from the PDS at which the service requirement was satisfied to the actual residence. Since the employee did not use this entitlement, the costs that would have been incurred for that purpose are applied as a credit against the employee's financial responsibility, provided the employee is actually separated from Government service. If the amount of this credit is less than the employee's financial responsibility, the difference remains the employee's financial

responsibility. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS where the employee failed to complete a year of service to the actual residence. If the amount available to be applied to these costs equals or exceeds the costs, the Government may procure and pay for such transportation in full. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect from the employee the difference between the total costs and the amount to be applied against the costs. The employee may elect to pay the total costs and submit a claim for reimbursement for the applicable amount. Additional penalty conditions are prescribed for DoDEA teachers in subpar. E.

3. When an Employee Completes 1 or More Years But Does Not Complete the Specified Service. If an employee serves 1 or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

a. travel from the PDS at which the employee completed the previous tour to the actual residence;

b. travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

c. direct travel of dependents, and HHG shipment (including temporary storage) between the PDS where the employee failed to complete the agreement and the previous PDS where the employee satisfied the previous agreement.

However, if the PDS is different, the employee is financially responsible for the costs of personal transportation and transportation for dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour under the renewal agreement to the actual residence. Credited against this liability, however, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee actually was separated from Government service. These credits and any remaining liability are computed as in subpar. 2.

E. Teachers in the DoDDS. In addition to the other penalties for violation of agreements, a teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for an amount equal to any LQA that the teacher may have received during the recess period between school years. A teacher also is financially responsible for the reasonable value of any quarters and/or storage provided during the recess period.

C4353 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructive costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs. The space-required rate must be used in computing MSC transportation cost and the common user tariff rate must be used in computing the AMC transportation cost. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer, as appropriate. Requests for MSC and AMC tariff rates should contain the travel dates and transportation, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Government cost, without tax, for the accommodations furnished under Chapter 2, Part E. The employee must be allowed appropriate credit for Government-procured transportation documents or wholly/partially unused tickets that are returned.

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

E. Per Diem Allowance. Per diem allowance for travel performed is an item of travel cost and must be considered in computing liability.

F. Extent of Employee Financial Responsibility to the Government. An employee's financial responsibility to the Government must be based on travel to and/or from the first PDS following a period of renewal agreement travel. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee's financial responsibility.

G. Return Travel Costs: Government's Obligation. When it is determined that sufficient travel and transportation allowances entitlement exists to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.

H. Return Travel Costs: Employee's Obligation. When it is determined that insufficient travel and transportation allowances entitlement exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's entitlement. Government transportation is authorized, if available, from the OCONUS area to the POD or beyond by these regulations. In such cases, collections should be made, if possible, before the travel begins. If an employee is without sufficient funds to pay for return HHG shipment expenses (including temporary storage at origin), see par. C6300. If the employee prefers, the employee may provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher. The employee must furnish receipts for claimed expenses (see par. C1310). Reimbursement of the Government's share is based on the transportation mode that would have been used for the return over a usually traveled route to the actual residence. See JTR, par. C2207.

SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
TRANSPORTATION AGREEMENT

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.

EMPLOYMENT HISTORY:

Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT:

Liabilities:	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip limousine service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	16.00
Total	$265.00

Credits:	
Rail transportation from Munich, GE, to Frankfurt, GE	$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Limousine service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	8.00
Total	$132.50

Liability $265.00 - Credit $132.50 = $132.50 due to the Government. There is no further entitlement.

Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 1994

Explanation: the employee satisfactorily completed the service required by the initial agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of 1 year of service and owes the Government for round trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is entitled to one return to Buffalo at Government expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

Statements of liability or credit as a result of violation of renewal agreement are prepared in the same manner for the following cases:

Case No. 1

An employee is transferred from the Army Materiel Command Headquarters, Alexandria, VA, to London, England, for a 3-year tour. He has a wife, son, daughter, and dependent mother. The wife, son, and mother travel to London with the employee. The daughter remains at a school in the U.S. 7,800 pounds of HHG are transported to London at Government expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, his wife, and son returned to Washington for leave. The HHG were stored in London for 90 days prior to shipment to Berlin. The dependent mother visited Paris and returned to London while her son was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Government expense to Berlin with the employee, his wife, and son. The employee's dependent mother and HHG were transported at Government expense from London to Berlin.

Prior to completion of the first year of his renewal agreement, the employee was removed from his position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal agreement, he is liable for the costs of transporting himself, his family, and HHG from Berlin to Washington.

Computations:

1. Since the employee satisfactorily completed the service required by the initial transportation agreement, he is not liable for the travel and transportation allowances for travel of self, wife, son, and mother from Washington to London.

2. Liabilities:

Transportation for self, wife, and son from London to Washington, DC	$ 627.00
Transportation for self, wife, daughter, and son from Washington, DC to Berlin	944.00
Transportation of dependent mother from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for wife, son, daughter, and dependent mother from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous expense allowance	200.00
Total	$2,330.50

3. Credits:

Transportation of self, wife, son, and dependent mother from London to Washington	$ 836.00
Packing, crating, drayage of HHG in London*	90.00
Transportation, temporary storage and unpacking of 8,750 pounds of HHG from London to Washington	1,240.00
Per diem for employee, wife, son, and dependent mother from London to Washington	12.00
Total	$2,178.00

4. Liability $2,330.50 - Credit $2,178.00 = $152.50 due to the Government. There is no further entitlement.

*No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of 1 year.

Case No. 2

An employee is recruited under a transportation agreement for a position in Okinawa for a 24-month tour. He is married and has one son. He is provided travel and transportation allowances for travel to Okinawa for himself, his wife, and son, but HHG remain at Atlanta, GA, his actual residence. He completed the required tour in Okinawa and is furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, his wife, and 6,000 pounds of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months traveled at Government expense under the renewal agreement from Atlanta to Ankara.

The employee completed his tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by his wife and son. After a period of leave in Washington, he was provided transportation to his new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage for 30 days prior to arrival of the family. The wife and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement and resigns to return to the U.S. to enter private business and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the transportation agreement is violated and he is liable for his transportation costs from Bremerhaven to Atlanta.

Computations:

1. The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

2. The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

3. Since he served 18 months at Bremerhaven, he is not indebted for any of the travel and transportation allowances previously paid under the agreement.

4. Credits:

Transportation for wife and son (Ankara to Atlanta)	$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	180.00
Total	$1,520.00

5. Upon computing the cost of transportation for the employee, his wife, and son, and HHG from Bremerhaven to Atlanta, it was determined to amount to a total of $1,340.00. Since the employee was entitled to a credit of $1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

NOTE*: *The cost figures used in the sample statement and case histories are for illustrative purpose only and are not to be construed as being correct, actual, or constructive costs.

PART I: ELIGIBILITY

C4400 ELIGIBILITY TABLE

The table in this Part:

1. summarizes travel, transportation, and other related DoD civilian employee expenses.

2. does ***not*** include eligibility for:

   a. emergency evacuation, or

   b. former employees separated by RIF or function transfer and restored to duty, and

3. may be used as a guide in determining eligibility for travel and transportation expenses reimbursement that an employee may be entitled to if the travel is in the Government's interest.

See Table as follows.

ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of civilian employees, except in connection with emergency evacuation and former employee separated by RIF or transfer of function and restored to duty.

MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Effects Temporary Storage	(J) Nontemporary Storage Household Effects
(1) First PDS travel- -appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	Footnotes 5 and 7
(2) First PDS travel to OCONUS PDS (footnotes 8 and 9)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES ADVANCE Footnote 4	Footnotes 5 and 7
(4) PCS from OCONUS PDS to CONUS PDS (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7

(6) PCS between OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality).	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6
(8) return from OCONUS PDS to actual residence for separation	Satisfactory Compliance with agreement conditions	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO
(9) last move home for SES career appointees upon separation	Satisfy conditions in Ch. 4, Part P	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO

Footnote 1 -- Movement of dependents and/or HHG to/from a training location when authorized instead of per diem or AEA for the employee while at the training site under par. C4500 is not a PCS.

Footnote 2 -- Allowed when the new PDS is located in the U.S.

Footnote 3 -- Allowed when old/new PDS are located in the U.S. Also allowed when instead of being returned to the former nonforeign PDS, an employee is transferred, in the Government's interest, to a different nonforeign PDS than the PDS from which transferred when assigned to the foreign PDS (see par. C14000-C).

*Footnote 4 -- Advance allowed if not shipped via a Government-arranged move.

Footnote 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 -- Allowed only for teachers employed in DoDEA. Applicable between school years.

Footnote 7 -- NTS is arranged by the Government.

Footnote 8 -- Foreign Transfer Allowance (Subsistence Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 10 -- Foreign Transfer Allowance (Lease Penalty Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are located in the U.S.

*PART J: TEMPORARY DUTY TRAVEL

C4405 JUSTIFICATION

1. TDY assignments may be authorized/approved only when necessary in connection with official DoD activities or Government business.

2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.

3. Procedures must be in place to evaluate TDY requests to ensure that the:

a. purpose is essential official business;

b. objective cannot be satisfactorily accomplished less expensively by correspondence or other appropriate means;

c. duration is no longer than required; and

d. number of persons assigned is held to the minimum.

4. TDY travel should not be authorized for secretaries, or clerical personnel when such services are available at the TDY site, unless essential for mission accomplishment.

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. Assignments away from the employee's PDS that are not so frequent or lengthy that the location is, in fact, the employee's PDS;

2. Participation in civil defense activities authorized under department/agency regulations;

3. Witness duty to testify or provide information on the Government's behalf or on matters of official DoD concern;

4. Attendance as a complainant at an administrative hearing when the complaint is related to the Federal reemployment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the Government's interests;

5. Training course attendance conducted or sponsored by Government agencies or approved under department/agency regulations in accordance with 5 U.S.C. §4101-4118;

6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;

7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to Government employees);

8. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and

9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DoD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for TDY assignments must be based on official necessity and qualifications of the individual to best perform the service required.

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice. TDY assignments to DoD activities or other Government agency installations should be cleared in advance with the activity involved in accordance with department/agency regulations. When assignments involve visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed in connection with assignments to OCONUS areas.

2. Special instructions about foreign countries in a travel itinerary include:

   a. advance notification for submission of clearance requests before travel begins, and

   b. duty and travel restrictions for employees who possess highly sensitive information.

3. Security Clearance

   a. All departmental security regulations must be followed while employees are TDY.

   b. Order issuing/authenticating officials must ensure travelers are thoroughly briefed on security provisions when classified information disclosure is involved.

   c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.

   d. When pertinent, an employee's current security clearance must be stated in the travel order.

   e. The authorizing/order issuing official must ensure the correctness of the security clearance designation.

C. Other Requirements. Departmental regulations require that Department of State (DoS) be notified when high level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

C4425 ITINERARY VARIATION

A. Variation Authorized in the Travel Order. Travel orders may include authorization for itinerary variations to permit a traveler to:

1. omit travel to named destinations,

2. change the order of travel to the named destinations,

3. change the specified time for remaining at a named destination, and/or

4. travel to additional destinations.

B. Variation ***Not*** Authorized in the Travel Order

1. When a travel order does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate order-issuing/authenticating official orally may authorize changes before the variance is made and later confirm it in writing.

2. The authorization for itinerary variation shall not be substituted for inadequate advance preparation.

3. Variation authority does not grant blanket travel authorization.

***C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**

A. General

1. The authorizing/order-issuing official must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):

a. the duties to be performed are temporary in nature,

b. the assignment is for a reasonable time duration, and

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

2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The "temporary" designation of an employee's duty station on a travel order is not necessarily controlling.

4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-D1), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.

6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180-Consecutive-Day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under subpar. C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 consecutive days or less. ***(NOTE: Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of180 days when the initial order was issued.)***

C. TDY in Excess of 180 Consecutive Days

1. Restrictions. The authorizing/order-issuing official (see par. C3000) may authorize TDY over 180 consecutive days at one location only when:

a. mission objectives or unusual circumstances require it; and

b. the criteria in subpar. A are satisfied.

2. Administration

a. A written request and justification must be forwarded to the authorizing/order-issuing official as soon as practicable.

b. The request must be acted upon before a travel order is issued.

c. Only when advance authorization is not possible may a TDY order be issued before the request is submitted or acted upon. See subpar. D if the request is subsequently disapproved.

D. TDY in Excess of 180 Consecutive Days Not Approved. An authorizing/order-issuing official who disapproves a request for TDY in excess of 180 consecutive days, after an order has been issued, must

1. direct the TDY order be terminated and the employee returned to the PDS;

2. direct the TDY order be canceled and a PCS travel order be issued;

3. direct the TDY order be amended to a fixed 180 or fewer consecutive days period from the reporting date at the TDY station; or

4. authorize a TCS (see subpar. E).

E. Temporary Change of Station (TCS) Instead of an Extended TDY. The authorizing/order-issuing official may authorize the limited relocation allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See par. C4111).

F. Income Taxation of Reimbursable TDY Allowances

1. Authorizing/order-issuing officials must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.

2. A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.

3. The IRS Code, 26 U.S.C. §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after December 31, 1992.

G. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-D1). The rule applies if the scheduled TDY duration, measured from the date of the order directing the additional/extended duty including the time remaining on the original order, is more than 180 consecutive days.

Example 1: An employee's original TDY order is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY order is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

(NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the "long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.)

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is entitled to additional transportation expenses and per diem while performing the assigned duties.

C4440 ORDERED TO TDY WHILE ON LEAVE

A. General. ***This paragraph applies only if the need for the TDY is unknown prior to the employee's departure on leave.*** If the TDY is known before departure on leave, the employee is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

B. TDY at Leave Point. An employee on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

C. TDY at Other Than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. C2000-B). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

a. leave address (or the place at which the order is received, whichever applies) to the TDY station (see par. C2000-B); and

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to New PDS upon TDY Completion. An employee is authorized PCS travel and transportation allowances for travel performed from the:

a. old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

b. leave address or place at which the order is received, as applicable, to the TDY station; and

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the authorizing/order-issuing official must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (in connection with TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4455 NOT USED

C4460 TDY ASSIGNMENTS ON SUBMARINES

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address: ***http://neds.nebt.daps.mil/directives/6420dl.pdf***.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

***C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

Except as in Chapter 6, Part J, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE

The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. ***Relative cost should be a consideration.*** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART K: TRAINING COURSE ATTENDANCE

C4500 ALLOWANCES

When an employee is attending a TDY training course (5 U.S.C. §4104-4109) away from the PDS one of the following may be authorized:

1. per diem (see par. C4561) or AEA (see par. C4600); or

2. dependent and HHG transportation to and from the training location (see pars. C4510 and C4515).

When the training course is in the area of the PDS, the following may be authorized IAW par. C2401:

3. mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and

4. common carrier transportation costs reimbursement.

***NOTE*: Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in item 3 or for common carrier transportation in item 4, except as provided in par. C4505, item 3.**

C4505 TRANSPORTATION AND PER DIEM OR AEAS

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are the same as for travel to and from all TDY assignments.

2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location (see par. C4677).

3. The employee is entitled to ***round-trip*** mileage or the cost of ***round-trip*** public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4510 DEPENDENT AND HHG TRANSPORTATION

***NOTE*: Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.**

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents ***(excluding per diem)*** and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the order-issuing/authenticating official may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.

2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C4250-A.

3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. After transportation begins, the employee entitlement and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances shall ***not*** be authorized:

1. per diem payment for dependent travel,

2. a house-hunting trip,

*3. TQSE payment ***(See par. C13115-B.)***

4. miscellaneous expense reimbursement,

5. reimbursement for real estate transactions and unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.

2. The activity or command having jurisdiction over the employee is responsible for travel-order issuance.

C4515 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.

1. An employee who:

a. attends a training program away from the PDS and is transferred to a new PDS after completing the program without returning to the old PDS, or

b. attends a training program away from the PDS en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of:

c. dependent and HHG transportation (but not per diem) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and

d. dependent and HHG transportation and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.

2. When dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. Mileage Reimbursement. For mileage reimbursement when an employee and/or dependents travel by privately owned automobile see par. C4250-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been notified of a transfer to a new PDS for the purposes of Chapter 14.

2. Before the training begins, selected employees should be issued PCS orders assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These orders establish the employee's entitlement to real estate transaction allowance reimbursement in Chapter 14.

3. Payment of real estate transaction allowances in Chapter 14 (as well as other PCS allowances authorized for an employee's transfer) may not be authorized until the employee has:

a. successfully completed the training program,

b. signed the transportation agreement required in par. C4002, and

c. been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, June 29, 1967).

C4520 INTERNS AND TRAINEES

1. When moving an intern or a trainee, it must be determined if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility.

2. The fact that an employee is assigned for the purpose of learning from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.

3. Because of varying circumstances, it is necessary to evaluate each move on an individual basis.

4. If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work, see par. C4103.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA authorized under Part M applies, and for all periods of PDT.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;

2. special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;

3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;

4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the authorizing/order-issuing official should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and approved in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance):

a. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, for long-term training and TDY assignments, up to the applicable maximum rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality involved; or

b. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

2. Designated Offices

a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. A-1.

NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in items 1 through 4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

*1. Army: Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.

2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;

3. Air Force: HQ USAF/DPCS, Washington, DC 20330-5060;

4. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in ***http://www.dtic.mil/perdiem/pdrform.html.***

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

3. Effective 1 January 2000 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$55	**$30**	**$85**

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

***NOTE*: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.**

*C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. ***Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).***

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1060. Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places Outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the authorizing/order-issuing official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). ***A per diem allowance shall not be allowed when the official travel period is 12 or fewer hours.*** This rule also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)). For AEA information, see Part M.

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;

2. par. C4430 concerning authorization for long-term TDY assignments; and

3. pars. C4500 and C4561-C if the TDY assignment is for training.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status While in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;

2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;

3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;

4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;

5. a per diem rate prescribed in par. C4558 for travel by vessel applies;

6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;

7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;

8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or

10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in subpars. B through F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at ***http://www.dtic.mil/perdiem/pdrform.html.*** For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-E3 or ***http://www. dtic.mil/perdiem/pdrform.html*** for the current Standard CONUS per diem rate.

2. For OCONUS Travel. The maximum per diem rates prescribed in Appendix B apply to OCONUS travel.

3. PDTPDT

a. CONUS. The Standard CONUS per diem rate (see par. C4550-E3 or ***http://www.dtic.mil/perdiem/pdrform.html*** for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:

(1) travel to a first duty station for a newly recruited employee or appointee;

(2) travel incident to a PCS;

(3) renewal agreement travel;

(4) separation travel; and

(5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in ***http://www.dtic.mil/perdiem/pdrform.html*** apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in ***http://www.dtic.mil/perdiem/opdrform.html*** apply for OCONUS:

(1) travel to a first duty station for a newly recruited employee or appointee;

(2) travel incident to a PCS;

(3) renewal agreement travel;

(4) separation travel;

(5) travel (for the entire trip) to seek permanent residence (house-hunting); and

(6) while occupying temporary quarters at an OCONUS location.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310).

NOTE: The maximum amount allowed for lodging in the United States and non-foreign areas (see http://www.dtic.mil/perdiem/rateinfo.html) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign areas (see http://www.dtic.mil/perdiem/rateinfo.html) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel. ***(NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA***

authorized/approved for travel OCONUS.) The PMR or GMR shall not apply for the first and last day of travel.

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in subparagraphs 1 and 2.

1. TDY of More Than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in subpars. a and b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8)

NOTE: Per diem payment under subpar. a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More Than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see subpar. B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in subpars. a through e, par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate prescribed for that location as provided in subpar. e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the destination M&IE rate as provided in subpar. e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning From Travel

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate for the lodging location, plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends. For the day travel ends (day traveler returns to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (see subpar. e

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the employee to obtain lodging, the lodging allowance shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

d. PDT

NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in subpars (1) House-Hunting Trip, (2) En Route Travel to New PDS, (3) Renewal Agreement Travel and (4) Separation Travel

(1) House-Hunting Trip. The rules in subpars. 2a through c apply when computing per diem allowances for house-hunting trips (see par. C4107), except for determining the applicable rates (see ***NOTE*** above).

(2) En Route Travel to New PDS. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a and b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate applicable to the new PDS on the day of arrival at that location, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, applies as provided in subpar. e. When travel begins and ends on the same day, the rule in subpar. a(2) applies and the M&IE rate applicable to the new PDS, or the standard CONUS M&IE rate (See Appendix A or D for current rate), as appropriate, also applies in subpar. e.

(3) Renewal Agreement Travel. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a through c apply when an employee performs renewal agreement travel to the actual place of residence and return to the old or new PDS. Employees are entitled to per diem for renewal agreement travel only while traveling to the actual place of residence and from the actual place of residence to the old or new PDS, but not while at the actual place of residence. When the provisions in subpar. c(1) do not apply and subpars. c(2) and (3) are used to compute per diem incident to return from renewal agreement travel, the M&IE rate applicable to the employee's actual place of residence (see subpar. B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a and b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the day of arrival at that location, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, applies as provided in subpar. e. When travel begins and ends on the same day, the rule in subpar. a(2) applies and the M&IE rate applicable to the actual residence, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, also applies as provided in subpar. e.

e. Day of Departure and Day of Return to PDS. The applicable M&IE rate prescribed in Appendices B and D, is authorized at a flat 75% on the day of departure from, and the day of return to, the PDS in connection with TDY, and in connection with PCS travel.

*E. Computing Per Diem When Crossing International Dateline (IDL). Actual elapsed time is used rather than calendar days in computing per diem when crossing the IDL (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)

```
                    180 degrees
                       IDL
                        |
                        |
                        |
                        |
                        |
                        |
            W---------- +---------- E
                        |
                        |
                        |
Monday 0900             | Sunday 0900
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                        |
                        |
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See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the lodgings-plus system and an AEA under the actual expense system. Reimbursement is computed under only one system for each calendar day except when par. C4711 or C4602-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4605-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS

(1) applicable locality rate (see ***http://www.dtic.mil/perdiem/***),

(2) the standard GMR, plus $2 for incidental expenses on any day all three meals are consumed in a Government mess, or

(3) the PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus $2 for incidental expenses.

b. OCONU

(1) applicable locality rate (see ***http://www.dtic.mil/perdiem/***), (use $3.50 for the incidental rate, when quartered on a U.S. installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see note below on incidental expense)), or

(2) the standard GMR for meals in a Government mess plus the incidental expense rate (see note below) on any day all three meals are consumed in a Government mess, or;

(3) the PMR plus the incidental expense rate (see ***NOTE*** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

***NOTE*: The incidental expense rate OCONUS is the applicable locality rate (see http://www.dtic.mil/perdiem/opdrform.html), or $3.50 when the employee is TDY to a U.S. installation and Government quarters are available. There are two exceptions:**

(1) The authorizing/order-issuing official can determine $3.50 to be adequate when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the travel order.

(2) The authorizing/order-issuing official can determine that the $3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see http://www.dtic.mil/perdiem/opdrform.html). In this case, payment of the locality incidental expense rate must be stated in the travel order.

c. Joint Task Force (JTF) Operations. There are special meal per diem provisions for employees when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Employees consuming meals at the JTF dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus incidental expense of either $2.00 in the CONUS or the applicable locality incidental rate ***(see http://www.dtic.mil/perdiem/opdrform.html)***, or $3.50 OCONUS when the order-issuing authority determines $3.50 to be adequate. If the employee misses a meal, the order-issuing authority can authorize the PMR for that day. For employees assigned to the JTF who perform TDY outside the area of responsibility (AOR) or en route to the AOR, normal per diem rules apply.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

*B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. made available pursuant to an agreement between a DoD Component or agency and any organization, if the order indicates the facility providing the meal(s) is available;

2. included in a registration fee ultimately paid by the Government;

3. furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or

4. furnished by the Government at no cost to the traveler.

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MRE's) -- except when Meals-Ready-to-Eat (MRE's) and/or box lunches are the only method of providing adequate subsistence to travelers,

2. in-flight meals,

3. rations furnished by the Government on military aircraft,

4. Government meals paid for by the traveler and consumed in a Government mess,

5. meals furnished on commercial aircraft, or

6. meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day ($2 in CONUS; or the locality incidental expenses (see http://www.dtic.mil/perdiem/) or $3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments Which Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and,

2. the order-issuing or authenticating official determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station,

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The order-issuing or authenticating official must determine and state the rate of per diem applicable in the order. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus $3.50 for incidental expenses or the incidental rate in ***http://www.dtic.mil/perdiem/opdrform.html***, when the order-issuing official determines $3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel orders who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality. Expenses for lodging in the situations described in pars. C4555=B1 through C4555-B4 are allowed as indicated.

1. Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see subpar. Il). (See par. C4555-G for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging With Friends or Relatives. When an employee lodges with friends or relatives (including members of the immediate family) with or without charge, the allowable cost for lodging, for computing per diem, is zero.

4. Lodging in Non-conventional Facilities. The cost of non-conventional lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances which is acceptable to the DoD component.

C. Lodging Obtained After Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses When an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses which are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. rent of the apartment, house or recreational vehicle (see par. C4559-B);

2. rental charge for a parking space for the recreational vehicle;

3. charges for rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners provided the lease agreement does not include an option to purchase (62 Comp. Gen. 635 (1983));

4. cost for connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. dumping fees;

6. shower fees;

7. cost of maid fees and cleaning charges;

8. monthly telephone use fees (excludes installation and unofficial long distance calls); and

9. if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc.,

these expenses may be averaged over the number of days the employee is entitled to per diem allowances during the entire TDY trip.

E. Allowable Expenses When a Residence Is Purchased and Used for Quarters While on TDY. An employee who purchases and occupies a residence at a TDY location is entitled to a per diem computed in accordance with the provisions of par. C4553. In determining the employee's daily lodging cost, allowable expenses are the monthly (57 Comp. Gen. 147 (1977)):

1. mortgage interest,
2. property tax, and
3. utility cost actually incurred

prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence.

*F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex., Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C4709-B3j) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., An order is prepared to direct TDY at Location C for 150 days. The authorizing/order-issuing official knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1

A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the $45 daily apartment cost as a miscellaneous expense allowance (par. C4709-B3j). The lodging cost incurred in Location B ($95 per day) was used for computing the traveler's per diem while TDY in that city.

Applicable per diem rates as used in this example:
Location A $46 (M&IE) and $130 (Maximum lodging)
Location B $46 (M&IE) and $119 (Maximum lodging)

Location A apartment reimbursement for 5 days: $225 ($45 x 5).

TDY assignment per diem in Location B:
First day (day of departure from Location A and arrival in Location B):
$46 (M&IE) plus $95 (lodging cost) = $141 plus lodging tax (see ***NOTE***)

Second thru fifth day:
$46 (M&IE) plus $95 (lodging cost) = $141 x 4 = $564 plus lodging tax (see ***NOTE***)

Day of return to Location A:
$46 (M&IE) plus $45 (lodging cost) = $91

Example 2

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost $25) while on the 3 day TDY assignment the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C4709-B3j). The lodging costs ($110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates as used in this example:
Location C $38 (M&IE) and $109 (Maximum lodging)
Location D $46 (M&IE) and $130 (Maximum lodging)

Government quarters reimbursement for 3 days: $75 ($25 x 3).

TDY assignment per diem in Location D:
First day (day of departure from Location C and arrival in Location D):
$46 (M&IE) plus $110 (lodging cost) = $156 plus lodging tax (see ***NOTE***)

Second and third day:
$46 (M&IE) plus $110 (lodging cost) = $156 x 2 = $312 plus lodging tax (see ***NOTE***)

Day of return to Location C:
$38 (M&IE) plus $25 (lodging cost) = $63

***NOTE*: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.**

G. Weekly or Monthly Rates. When an employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed in par. C4555-D, by the number of days the accommodations are actually occupied, provided the employee acts prudently in renting by the week or month, and the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days, as appropriate).

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C4709-E for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. The employee must provide the single room rate.

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (***http://policyworks.gov/travel***) lists jurisdictions where tax exempt certificates should be honored.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. $2 incident to an assignment in CONUS; and

2. $3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the $3.50 is not adequate and authorizes/approves the incidental expense rate in ***http://www.dtic.mil/perdiem/opdrform.html*** (in this case, payment of the incidental expense rate must be stated in the travel order); or

3. the incidental amount prescribed i***http://www.dtic.mil/perdiem/opdrform.html*** for the locality concerned instead of $3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine $3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the travel order.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***. (See par. C4554-D for per diem when TDY performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is $3.50 instead of the amount prescribed in ***http://www.dtic.ml/perdiem/opdrform.html*** or the locality concerned. The order-issuing official can determine that the $3.50 is not adequate and authorize/approve the incidental expense rate in ***http://www.dtic.mil/perdiem/opdrform.html*** In this case, payment of the ***http://www.dtic.ml/perdiem/opdrform.html*** incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY VESSEL

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

1. General. A traveler is paid $2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid $4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the $2 or $4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in subpar. 1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the current Standard CONUS per diem rate) plus $20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Vessel

1. General. Except as noted in pars. C4558-C2 and C4558-C3 below, for travel aboard a commercial vessel, the per diem rate is $6. When a traveler's subsistence expenses exceed $6, a per diem rate equal to the expenses, up to $9 per day, may be authorized/approved by the authorizing/order-issuing official.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See the per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

a. $2 when the cost of passage includes meals, or

b. $30 when the cost of passage does not include meals.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

***C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**.

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1a and

C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in par. C4561-B and long-term training, research, and study programs to which the rates in par. C4561-C apply. See par. C4550 for procedures to request changes to the rates in par. C4561-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in subpar. D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with par. C4520. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4561-D1a and C4651-D1d are payable in fixed amounts.

D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-Term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

a. 55 percent of the applicable maximum rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:

b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);

c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

d. if meals and lodgings are furnished without cost to an employee, per diem payable is $2 within CONUS, $3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in

http://www.dtic.mil/perdiem/opdrform.html if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

NOTE: Taxes on lodging in the United States and non-foreign areas (see Appendix A), limited to taxes on the maximum amount prescribed for lodging in http://www.dtic.mil/perdiem/pdrates.html for the location concerned, are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.

2. Exceptions to the Prescribed Training Program and Long-Term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-D1a is not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-D2a and C4561-D2b, below.

a. Reduced Training and TDY Per Diem Allowance. If an authorizing/order-issuing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an authorizing/order-issuing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Reimbursement for Cost of Retained Lodging When an Employee on a Long-Term TDY/training Assignment Takes Leave. It may be necessary and/or cost effective for an employee on a long-term TDY/training assignment to retain lodgings while on leave. Reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***, may be approved by the authorizing/order-issuing official. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

a. An employee is on a long-term TDY assignment and is paid per diem at the rate of $47 (55% of $85, the per diem applicable to the TDY location, rounded to the next higher dollar. The $85 rate includes $30 for M&IE and $55 for lodging).

b. The $47 per diem paid the employee is, for the purpose of this example, to consist of $16.50 (55 % of $30, the applicable M&IE rate) for meals and incidental expenses and $30.50 ($47 minus $16.50) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is entitled to per diem for 20 days only (30 days in June less 10 days leave). The employee is paying $800 per month for an apartment, including utilities.

d. The 20 days per diem paid the employee during June includes $610 ($30.50 x 20 days) for the apartment cost. The remaining apartment cost for June is $190 ($800 - $610).

e. Reimbursement for the remaining apartment cost ($190) for June may be approved by the authorizing/order-issuing official since it does not exceed the per diem $470 ($47 x 10 days) the employee would have been paid had leave not been taken.

Example 2

a. An employee on a long-term training assignment is paid a per diem at the rate of $91 (55% of $164, the per diem rate applicable to the assignment location, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE).

b. The $91 per diem paid the employee is, for the purpose of this example, to consist of $25.30 (55% of $46, the applicable M&IE rate) for meals and incidental expenses and $65.70 ($91 minus $25.30) for lodging.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the training assignment requested reimbursement for the cost of lodgings retained during that period. The employee was entitled to only 15 days per diem for January (31 days in January less 16 days leave). He is paying $2,100 per month for an apartment, including utilities.

d. The 15 days per diem paid the employee during January includes $985.50 ($65.70 x 15) for the apartment cost during that month. The remaining apartment cost for January was $1,114.50 ($2100 - $985.50).

e. Reimbursement for the remaining apartment cost ($1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem $2,821 ($91 x 16 days) the employee would have been paid had leave not been taken.

*3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at $1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Payment from a Non-Federal Source for Travel Expenses. To the extent the Government has received payment and except as provided in par. C4906, acceptance of payment for, and reimbursement by the DoD component to, an employee (and/or the employee's accompanying spouse when applicable) under par. C4900 is not subject to the maximum per diem rates prescribed in par. C4553 or C4600 for reimbursable travel expenses.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

D. Private Individuals Serving Without Compensation. Except for pre-employment interview travel, individuals performing invitational travel under the provisions of Appendix E, are authorized a per diem or AEA in accordance with par. C4553 and par. C4600. Individuals are not entitled to per diem on pre-employment interview travel (see par. C6200), but are entitled to reimbursement on an actual expense basis not to exceed the amount prescribed for such travel in par. C4602 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence Due to Illness or Injury. See par. C6454 for per diem entitlement when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. Employees are entitled to per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. Employees are entitled to per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not entitled to per diem when they take leave for the whole workday. For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. Employees are entitled to per diem on non-workdays except when they return to their official stations or places of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave Before and After Non-workdays. Employees are not entitled to per diem for a non=workday (s) when they take leave the whole workday before and the whole workday following the non-workday (s).

b. Leave Between Non-workdays. Employees are entitled to per diem for not more than two non-workdays if they take leave for all workdays between the non=workdays.

*D. Return to PDS on Non-workdays. Employees who voluntarily return home on non-workdays from TDY are reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non=workdays to Location Other than PDS. Employees on TDY who travel for personal reasons on non-workdays from a TDY site to locations other than their homes or PDSs are entitled to per diem or AEA for the non-workdays up to the amount payable had they remained at the TDY site. There is no entitlement to reimbursement for transportation costs (B-171266, February 24, 1971).

F. Delay In Returning To PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are entitled to per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructive time of departure is on the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructive date of departure may be the morning of the day following TDY completion. An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not entitled to per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent From PDS For Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

B. TDY Required at Place of Leave. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is entitled to per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructive travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled Within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is ordered to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, shall not be allowed unless, by an appropriate statement in the travel order, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall order or TDY order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is directed to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructive per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is entitled to per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructive cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the place of TDY (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Orders After Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the travel orders authorizing the TDY are canceled, the employee is entitled to travel and transportation allowances for travel performed, provided the orders are canceled on or after the date travel was required to begin. In such case, the allowances payable shall not exceed the constructive allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

C4565 PER DIEM COMPUTATION EXAMPLES

Following are examples of computing per diem for specific circumstances.

NOTE 1: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

NOTE 2: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.

EXAMPLE 1
(TDY Travel)

NOTE: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.

An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid $40 each night for 6 nights of lodging in a hotel, $4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

1st Day (day of departure)	75% times $30 (M&IE rate) plus $40 (lodging) =	$62.50
2nd through 6th Days	$30 (M&IE rate) plus $40 (lodging) x 5 days =	350.00
7th & 8th Days	$30 (M&IE rate) plus $4 (lodging) x 2 days =	68.00
9th Day	$30 (M&IE rate) plus $0 (lodging) =	30.00
10th Day (day of return)	75% of $30 (preceding calendar day M&IE rate) =	22.50
Amount due employee		$533.00

Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in ***http://www.dtic.mil/perdiem/pdrform.html*** for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of $85, which consists of a $30 M&IE rate and a maximum lodging amount of $55. For the first day (day of departure), the applicable per diem rate is 75% of the M&IE rate ($30) ($22.50) plus the lodging cost ($40) for that day, the resultant amount being $62.50. For days 2 through 6, the applicable per diem is the M&IE rate ($30) plus the lodging cost ($40) times the number of days 5, the resultant amount being $350. For days 7 and 8, the applicable per diem is the M&IE rate ($30) plus the lodging cost ($4) times the number of days 2, the resultant amount being $68. For the 9th day, the applicable per diem is the M&IE rate ($30) plus the lodging cost ($0), the resultant amount being $30. For the 10th day (day of return), the applicable per diem rate is 75% ($30) of the preceding calendar day's M&IE rate ($30), the resultant amount being $22.50. The per diem entitlement began with the day of departure, and continued through the day of return to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.

***EXAMPLE 2**
(TDY Travel)

DEP	Residence	1st Day
ARR	Goteborg, Sweden	2nd Day
TDY	3rd through 7th day	
DEP	Goteborg, Sweden	8th Day
ARR	Residence	8th Day

Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at $4 per night. The per diem rate prescribed in ***http://www.dtic.mil/perdiem/opdrform.html*** for Goteborg, Sweden at the time the employee traveled was $256 maximum, lodging amount $143, local meals rate $90, PMR $49, and incidentals rate $23). The employee's per diem entitlement is computed as follows:

1st Day	(travel day with no lodging expense)	75% times $113 (M&IE for Goteborg $90 + $23) =	$84.75
2nd Day	(day of arrival)	$113 (M&IE for Goteborg $90 + $23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + $4 (charge for Government quarters)=	$117.00
3rd through 7th Day	(TDY at Goteborg) $23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + $4 (charge for Government quarters) = $27 x 5 days =	$135.00
8th Day	(travel day with no lodging expense)	$113 (M&IE for Goteborg $90 + $23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	$ 84.75
Amount due			$421.50

EXAMPLE 3
(TDY Travel Involving IDL)

ITINERARY

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL
8/16 Monday	Arrive Hong Kong
8/17-8/20 (Tues-Fri)	TDY Hong Kong
8/21 Saturday	Depart Hong Kong, arrive residence

Lodging cost incurred in Hong Kong $70 per night
MAXIMUM RATES AT TIME OF TRAVEL
Hong Kong $34 (maximum lodging amount $221, local meals rate $98, PMR $53 and local incidentals rate $25).

REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times $123 (Hong Kong M&IE $98 + $25) = $92.25 + $70 (lodging cost) =	$ 162.25
8/16 Monday	IDL (15th and 16th are treated as one day for per diem) =	0
8/17 - 8/20 (Tuesday - Friday)	$123 (Hong Kong M&IE) + $70 (lodging cost) = $193 x 4 days =	$ 772.00
8/21 Saturday (day of return travel, no lodging cost)	$123 (Hong Kong M&IE) x 1 day =	$ 123.00
8/21 Saturday (day travel ends)	75% times $123 (Hong Kong M&IE $98 & $25 =	$ 92.25
Total Reimbursement		$1149.50

When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.

EXAMPLE 4
(TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)

DEP	Residence	1 May
ARR	1st TDY location	1 May
DEP	1st TDY location	1 May
ARR	2nd TDY location	1 May
DEP	2nd TDY location	1 May
ARR	Residence	2 May

Actual travel time is 18 hours.	
M&IE rate applicable to 1st TDY location	$36.00
M&IE rate applicable to 2nd TDY location	$28.00
REIMBURSEMENT	
75% x $36.00 (Highest M&IE for TDY locations)=	$27.00
Total reimbursement =	$27.00

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***EXAMPLE 5**
(PCS Travel)

***NOTE**: See par. C4550-E3 or **http://www.dtic.mil/perdiem/pdrform.html** for the current Standard CONUS per diem rate.*

An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C4300). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ $85 (Standard CONUS per diem rate)=		$680.00
1st day (departure day)	75% of $30 (Standard CONUS M&IE rate) plus $55 (lodging) =	$ 77.50
2nd day	$30 (M&IE rate) plus $0 (lodging) =	$ 30.00
3rd through 8th days	$30 (M&IE rate) plus $55 (lodging) X 6 days =	$510.00
9th day	$30 (M&IE rate) plus $0 (lodging) =	$ 30.00
10th day (arrival day)	75% of $30 Standard CONUS M&IE rate) =	$ 22.50
Employee's per diem entitlement =		**$670.00**
Per diem for accompanying spouse at ¾ of the amt due the employee ($670.00) =		$502.50
Per diem for accompanying child (under 12 years) at ½ the amt due the employee ($670.00) =		$335.00
Total amount payable to employee =		**$1,507.50**

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C4300.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $85 prescribed in par. C4550-E3 or ***http://www.dtic.mil/perdiem/pdrform.html*** ($30 M&IE rate plus lodging not to exceed $55). In this case, the lodging cost for each of the 7 nights exceeded the $55 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to $55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate ($30) plus lodging cost not to exceed $55 for a total of $77.50. For the 2nd day, the applicable per diem rate is the M&IE ($30) rate plus the lodging cost ($0) for a total of $30. For days 3 through 8, the applicable per diem rate is the M&IE ($30) rate plus lodging cost not to exceed $55, times the number of days (6) at that rate for a total of $510.00. For the 9th day the applicable per diem rate is the M&IE ($30) rate plus lodging cost ($0) for a total of $30. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE ($30) rate. Per diem for actual travel by the employee is $670.00. Since per diem for actual travel does not exceed the maximum allowable ($680.00) for 8 days travel time, the employee is authorized the full amount ($670.00) for the actual travel time and authorization for dependents is ¾ and ½ respectively of the $670.00 due the employee.

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***EXAMPLE 6**
(PCS Travel)

***NOTE**: See par. C4550-E3 or **http://www.dtic.mil/perdiem/pdrform.html** for the current Standard CONUS per diem rate.*

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 4 days (See par. C4300). Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $59, $56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 4 days @ $85 (Standard CONUS per diem rate)=		$340.00
1st day (departure day)	75% of $30 (Standard CONUS M&IE rate) plus $0 (lodging) =	$ 22.50
2nd day	$30 (M&IE rate) plus $55 (lodging) =	$ 85.00
3rd day	$30 (M&IE rate) plus $0 (lodging) =	$ 30.00
4th day	$30 (M&IE rate) plus $55 (lodging) =	$ 85.00
5th day	$30 (M&IE rate) plus $0 (lodging) =	$ 30.00
6th day (arrival day)	75% of $30 (Standard CONUS M&IE rate) =	$ 22.50
Employee's per diem entitlement =		**$275.00**
Per diem for accompanying spouse at ¾ of the amt due the employee ($275.00) =		$206.25
Per diem for accompanying child (under 12 years) at ½ the amt due the employee ($275.00) =		$137.50
Total amount payable to employee =		**$618.75**

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C4300.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $85 prescribed in par. C4550-E3 or ***http://www.dtic.mil/perdiem/pdrform.html*** ($30 M&IE rate plus lodging not to exceed $55). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of $55 and lodging reimbursement was therefore limited to $55. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate ($30) plus lodging cost not to exceed $55 for a total of $22.50. For days 2 and 4, the applicable per diem rate is the M&IE rate ($30) plus lodging cost not to exceed $55 for a total of $85 for each day. For days 3 and 5, the applicable per diem rate is the M&IE ($30) rate plus lodging cost ($0) for a total of $30 for each day. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% ($22.50) of the Standard CONUS M&IE rate ($30). In this case, since per diem for the actual travel time ($275.00) did not exceed the maximum allowable ($340.00), the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the $275.00 due the employee.

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***EXAMPLE 7**
(PCS Travel)

NOTE*: *See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately-owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C4300). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate applicable to the rooms occupied with the spouse were 10 nights at $55 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ $85 (Standard CONUS per diem rate)=		$680.00
1st day	75% of $30 (Standard CONUS M&IE rate) plus $55 (lodging)	$ 77.50
2nd through 10th day	$30 (M&IE rate) plus $55 (lodging) x 9 =	$ 765.00
11th through 14th day	$30 (M&IE rate) plus $0 (lodging) x 4 =	$ 120.00
15th day	75% of $30 (Standard CONUS M&IE rate) =	$ 22.50
Total		$ 985.00
Per diem for accompanying spouse at ¾ of the amt due the employee ($680.00) =		$ 510.00
Total amount payable to employee ($680.00 + $510.00) =		**$1,190.00**

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C4300 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $85 prescribed in par. C4550-E3 or ***http://www.dtic.mil/perdiem/pdrform.html*** ($30 M&IE rate plus lodging not to exceed $55). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of $55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate ($30) plus lodging cost not to exceed $55 for a total of $77.50. For days 2 through 10, the applicable per diem rate is the M&IE rate ($30) plus lodging cost not to exceed $55, times the number of days (9) at that rate for a total of $765. For days 11 through 14, the applicable per diem rate is the M&IE rate ($30) plus lodging cost ($0) times the number of days (4) at that rate for a total of $120. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% ($22.50) of the M&IE rate ($30). Since per diem for the actual travel time ($985 exceeded the maximum allowable ($680.00), the employee is authorized $680.00. Authorization for the dependent is ¾ of the $680.00 due the employee.

EXAMPLE 8
PCS/Separation Travel

NOTE*: *See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.

1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.

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2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.

3. The employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).

4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).

5. Maximum per diem rate at time of travel $85 (M&IE rate $30, maximum lodging amount $55). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)

6. Reimbursement for 9/1 is $22.50 (75% of $30).

7. If, in the above example, the employee is accompanied by a spouse on PCS travel, per diem payable for the spouse is ¾ of the $22.50 due to the employee.

8. Per diem is not payable for dependents on separation travel.

EXAMPLE 9
(PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)

DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May

Actual travel time 16 hours M&IE rate applicable to the new PDS location $78.00 at the time of travel.	
REIMBURSEMENT	
75% x $78.00 (M&IE) rate for new PDS locations) =	$58.50
Total reimbursement =	$58.50
Per diem for an accompanying spouse if ¾ of the amount due the employee ($58.50) =	$43.88
Per diem for an accompanying child 12 years of age or older is ¾ of the amount due the employee ($58.50) =	$43.88
Per diem for accompanying child under 12 years of age is ½ of the amount due the employee ($58.50) =	$29.25

EXAMPLE 10
Renewal Agreement Travel

NOTE: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.

1. Employee and spouse performed renewal agreement travel from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.

2. Itinerary:

Itinerary	
9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230
9/2 to 9/30	Leave
10/1	Depart residence in Chicago at 1400
10/2	Arrive residence in Frankfurt, GE at 1015

3. Employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).

4. Maximum per diem rate at time of travel $85 (M&IE rate $30, maximum lodging amount $55). (The destination per diem rate applicable for renewal agreement travel to CONUS is the Standard CONUS per diem rate.)

5. Reimbursement:

Reimbursement		
9/1	75% of $30 (M&IE)	$22.50
9/2 to 9/30	no per diem	
10/1 - 10/2	75% of $30 (M&IE)	$22.50
Total Reimbursement		$45.00

6. Since travel from Frankfurt to Chicago began and ended on the same day, the rule in par. C4553-D2a(2) applies and the destination M&IE rate ($30) is used for computing per diem for that day.

7. On the return trip, the M&IE rate applicable to the actual residence for renewal agreement travel is used for computing per diem (par. C4553-D2d(3)).

8. Dependents are not entitled to per diem for renewal agreement travel.

*C4566 QUICK REFERENCE TABLES - PER DIEM ENTITLEMENTS

The following tables are for reference purposes only. For applicable rules see pars. C4550 through C4605. See par. C4554-A1c for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Entitlements

TDY Travel of More Than 24 Hours

(1) Day of Departure from PDS **Abbreviation used:** Govt. = Government GMR = Government meal rate

Footnotes: See table # 4 NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	**Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.**	**Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.**	**Traveled overnight – no lodging required.**	**Overnight lodging required at a stopover en route to TDY.**	**Arrived at a long-term TDY or training location on same day as departed PDS.**
Per Diem for Day of Departure from PDS [6/]	75% of M&IE Rate for TDY Locality [1/] plus lodging cost NTE maximum lodging prescribed for TDY locality. [2/, 5/]	75% of M&IE rate for TDY locality [1/] plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality [1/] plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. [8/]	75% of M&IE Rate for destination TDY Locality [1/] for day of departure.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. [2/, 5/]	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on day of travel to that location.)

(2) Whole Days of Travel in CONUS

Footnotes: See table # 4

Abbreviations used: Govt = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	**Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.**	**Each whole day at CONUS TDY locality (not on U.S. installation).**	**Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.**	**Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.**	**Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.**
Per Diem for Whole Days of Travel [6/]	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality [2/].	M&IE plus cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $2, if all three meals are consumed in a Govt. mess, (3) PMR plus $2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $2 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality [2/] (If one or two deductible meals are provided, M&IE is PMR plus $2 (see JTR, par. C4554-B)).	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $2, if all three meals are consumed in a Govt. mess, (3) PMR plus $2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $2 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality [8/]. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus $2, if all three meals are consumed in a Govt. mess, (3) PMR plus $2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus $2 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses.. [2/ 6/8/]

(3)Whole Days of Travel – OCONUS

Abbreviations used: Govt. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

Footnotes: See table # 4

	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	**Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.**	**Each whole day at OCONUS TDY locality (not on U.S. installation).**	**Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.**	**Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.**	**Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.**
Per Diem for Whole Days of Travel [6/]	M&IE [4/] applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus $3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE [4/] applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus $3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. [5/8/] (M&IE may be at (1) The meal rate prescribed for the TDY locality plus $3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))..	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. [5/ 6/8/]

(4) Day(s) of Return to PDS

Abbreviations used: Govt. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e
	Arrived at PDS on same day as departed TDY location.	**Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.**	**On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.**	**On day travel ended lodging was required en route to the PDS.**	**Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.**
Per Diem for Day of Return to PDS [6/]	75% of M&IE rate for last TDY locality. [1/]	For day of departure from TDY location M&IE at the rate for the last TDY locality. Day of arrival at PDS 75% of the M&IE rate for the last TDY locality. [1/]	For day of departure from TDY: M&IE plus lodging [2/, 5/] cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality. [1/]	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the authorizing/order-issuing official (see par. C4553-D2c(4)).	75% of the M&IE rate for the TDY/training locality. (The fixed reduced/55% rate does not apply on day of return to the PDS.

***Footnotes**

1/ GMRs/PMRs and the $3.50 incidental rate do not apply on day of departure from or return to PDS.

2/ Lodging tax ***is*** separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.

3/ The authorizing/order-issuing official can determine that $3.50 is not adequate on a U.S. installation and authorize/approve the incidental expense rate for the TDY locality prescribed on ***http://www.dtic.mil/perdiem/opdrform.html***. Payment of the incidental expense rate for the TDY locality must be stated in the travel orders.

4/ For OCONUS travel the authorizing/order-issuing official can determine that an incidental expense (IE) allowance of $3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the traveler is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the orders.

5/ Lodging tax ***is not*** separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.

6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is ***within CONUS is reimbursable*** under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing ***is not*** separately reimbursable when travel is ***OCONUS*** because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.

7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's order, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

C4600 CONDITIONS WARRANTING AEA

NOTE: AEA prescribed in this part may be authorized/approved for TDY assignments only. AEA prescribed in this part may not be authorized/approved for first duty station travel, RAT, PCS/TCS/separation travel, HHT, TQSE or Evacuation and Adverse Conditions Travel.

A. General. The applicable per diem rate prescribed in Part L or ***http://www.dtic.mil/perdiem/pdrates.html***, is generally adequate. However, the allowable per diem rate may be insufficient for a particular travel assignment because of special duties or because costs for items listed in par. C4601 have increased. In other situations, employees may incur occasional expenses for lodging or meals when lodging and meals are being furnished without cost, and a per diem allowance has not been authorized for these expenses. AEA may be authorized/approved for travel that meets conditions in this Part if the actual and necessary expenses exceed the maximum per diem allowance. Notwithstanding the conditions cited in this Part, the actual expense authority may not be used as blanket authority to authorize/approve automatic AEA for all travel to an area where the reimbursement rate is inadequate. The actual expense authority may be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is directed and performed. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, a request as prescribed in par. C4551 may be submitted for an adjustment of the applicable rate prescribed in Part L or ***http://www.dtic.mil/perdiem/pdrates.html***. Except as otherwise provided in this Part, the definitions and rules applicable to an employee's entitlement to a per diem incident to a TDY assignment apply to travel on an actual expense basis. AEAs may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950, as amended. Examples of travel assignments or situations that may warrant authorization/approval of AEA include but are not limited to the following:

1. employee travels with a dignitary and is required to stay in the same hotel;

2. travel is to an area where the applicable maximum per diem rate is generally adequate, but costs escalate for short periods of time during special functions or events such as missile launching periods, international or national sports events, world's fairs, conventions, or natural disasters;

3. under circumstances described in par. C4600-A2, affordable lodgings are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY site, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;

4. an employee, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is above the lodging ceiling; or

5. an employee necessarily incurs unusually high expenses incident to assignment to accompany another employee in a situation as described in par. C4600-A4.

B. Travel with Certain Dignitaries. Ordinarily, no proof of unusual or extraordinary requirements is required to support a request for AEA for employees who are directed to travel as part of the party of any of the following dignitaries:

1. the President or Vice President of the United States or members of their families;

2. members of the U.S. Congress;

3. cabinet members;

4. department secretaries, deputy secretaries, under secretaries, or assistant secretaries;

5. Justice of the Supreme Court;

6. the Chairman or Vice Chairman of the Joint Chiefs of Staff;

7. the Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations, U.S. Navy; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences or meetings; and

10. other U.S. or foreign dignitaries equivalent to any of those in pars. C4600-B1 through C4600-B9.

C4601 TYPES OF EXPENSES

A. Expenses Allowable. AEAs are allowed for the same type of expenses ordinarily covered by per diem. The following are allowable:

1. lodging expenses for overnight sleeping facilities and personal use of a room during the daytime when necessary including lodging taxes ***(except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Island - see NOTE 2)***;

2. meal costs consisting of expenses for breakfast, lunch, and dinner, related tips and taxes, including box lunches, in-flight meals, and rations furnished by the Government (excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons);

3. fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, others on vessels, and hotel servants in foreign countries;

4. expenses for laundry, dry cleaning, and/or pressing clothing ***(except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS - see NOTE 1)***;

5. service charges for fans, air conditioners, and heaters furnished in rooms when the charges are not included in the room rate;
6. cost of telegrams and telephone calls necessary to reserve lodging accommodations;

7. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the order-issuing/authenticating official, suitable meals cannot be obtained at the TDY site and reimbursement for the cost of travel to obtain suitable meals provided in the incidental expenses is inadequate, reimbursement may be authorized/approved under par. C2402.***;

8. taxes and service charges on any of the expenses in pars. C4601-A2 through C4601-A6; and

9. in addition to the expenses in pars. C4601-A1 through C4601-A8, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, manicurists, or masseurs) which are listed in the account.

NOTE 1: The cost for laundry, dry cleaning, and/or pressing clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

NOTE 2*: Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense and not included as a part of the lodging cost for reimbursement within the AEA authorized/approved for travel in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable and are part of the lodging cost for reimbursement within the AEA authorized/approved for travel outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands.

B. Expenses Not Allowable. The following expenses are not allowable since they represent costs incurred as a result of the employee's personal preference:

1. the cost for meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;

2. the cost of meals procured at the employee's PDS, residence, or at, or en route to or from, a nearby terminal where the employee's travel begins or ends (B-189622, March 24, 1978);

3. when meals are included in the price of an airline ticket and are provided during the flight, the cost of a duplicate meal(s) purchased by the employee after leaving the plane, in the absence of a justifiable reason why the employee did not eat the meal(s) served on the flight, or if the employee did so, why the extra meal(s) was required. The fact that a meal furnished on the flight is not the quality and quantity to which the traveler is accustomed is a matter of personal preference and is not a "justifiable reason." (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

C4602 AEA MAXIMUMS

A. General. The maximum amount of reimbursement for actual expenses that may be authorized/approved for each calendar day or fraction thereof is as provided in pars.C4602-B; C4602-C and C4602-D. When actual expenses incurred during any 1 day are less than the daily maximum authorized, the employee may be reimbursed only the lesser amount. Requests for AEAs authorizations/approvals should include a recommendation for an appropriate daily maximum up to the amount provided in pars.C4602-B or C4602-C. A recommendation of an appropriate daily maximum may be based on the applicable amount allowed for M&IE plus the cost of lodgings when reimbursement for M&IE is on a per diem basis as prescribed in par. C4602-C. When authorized/approved, AEA is in lieu of the per diem allowances prescribed in Part L, or Appendices B or D, and an employee may not elect to be reimbursed on a per diem basis. An AEA up to the applicable locality per diem rate may be authorized/approved for individuals authorized pre-employment interview travel under par. C6200.

B. Daily Maximums

1. Travel in CONUS. Except as provided in par. C4602-B3, the daily maximum is 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in Appendix D for the TDY location. See Appendix L for authorization/approval authority.

2. Travel OCONUS. Except as provided in par. C4602-B3, the daily maximum rate is the amount prescribed in item a or b, whichever is greater:

a. 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in Appendix B for the TDY location; or

b. $50 plus the per diem rate prescribed in Appendix B for the TDY location.

See Appendix L for authorization/approval authority.

3. Higher Daily Maximum. Daily maximums in excess of rates prescribed in pars. C4602-B1 and C4602-B2 may be authorized/approved in amounts up to 300 percent of the per diem rates (rounded to the next higher dollar) prescribed in Appendix B or Appendix D, for the TDY location if required to meet the expenses associated with the mission. See Appendix L for Authorization/approval authority.

4. Special Actual Expense Authorization (AEA). The PDTATAC Director may issue an AEA for any DoD civilian employee who travels to Presidentially declared disaster area(s) or in support of the mission stated in the AEA. These authorizations may be issued with or without expiration dates. Copies of existing AEAs may be obtained from the Per Diem, Travel and Transportation Allowance Committee, Hoffman Building #1, Room 836, 2461 Eisenhower Ave., Alexandria, VA 22331-1300.

5. M&IE Reimbursement Limitation. An employee's daily AEA entitlement is the lesser of actual expenses or the maximum amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the order-issuing official. Reimbursement for M&IE shall not exceed:

a. 150 percent of the M&IE rate for the TDY location, or

b. $25 plus the M&IE rate for the TDY location when the daily rate authorized is established under par. C4602-B2b, or

c. 300 percent of the M&IE rate for the TDY location when authorized/approved under par. C4602-B3.

C. M&IE Paid on a Per Diem Basis. M&IEs may be reimbursed under the lodgings plus per diem system under par. C4553-C2, while lodging costs are reimbursed on an actual expense basis. In such cases, the amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality concerned. For example, when an employee is authorized actual expenses not to exceed 150 percent of a specific per diem rate, $191 (150% x $127, rounded to next higher dollar), and is reimbursed under the lodging plus per diem system for M&IE ($34), the amount allowed for lodgings may not exceed $157 ($191 - $34). Itemization of M&IE is not required when payment for those expenses is made under the lodging plus per diem system.

D. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, and AEA is authorized/approved under this Part, the total daily amount paid by the Government and reimbursed to the employee for the employee's lodging, meals, and incidental expenses may not exceed the daily maximum authorized under par. C4602-B (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Incidental Expense Maximum. When Government quarters are available on a U.S. installation, reimbursement for incidental expenses are limited to:

1. $2 in CONUS, and

2. $3.50 OCONUS for all full travel days. The $3.50 incidental expense rate does not apply for the day travel begins or ends. When the order-issuing official determines the $3.50 rate is not adequate to meet anticipated expenses, payment of the Appendix B incidental rate must be stated in the travel order.

C4603 REQUEST FOR AEAs

A. General. When AEA appears warranted for a specific travel assignment, a letter or message request furnishing details may be submitted in accordance with this paragraph with a recommended AEA maximum. Every effort must be made to ensure uniformity of allowances for members of the Uniformed Services and civilian employees who travel together or to the same place under similar travel and TDY conditions. Requests for these allowances must be accompanied by a full statement of the facts, the number of employees involved, and the reasons why per diem allowances are not sufficient.

B. Who May Authorize/Approve. AEA, up to the appropriate established ceiling, may be authorized/approved by the officials designated in Appendix L. In instances involving joint Service conferences, symposiums, seminars, or

professional meetings, an AEA issued by the appropriate authority of the sponsoring Uniformed Service/Defense Agency applies to all attendees regardless of Service/Defense Agency affiliation.

C. Exceptions. The officials listed in Appendix L, par. C may authorize/approve AEAs at either the 150 or 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this subparagraph.

D. Manner of Authorization/Approval. AEAs may be authorized before travel begins or approved after travel is completed. When authorized in advance, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips (for example, when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary). The period for which AEA is authorized is indicated in the document issued through the Secretarial Process or by the Director of the Defense Agency, or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Channel for Submission of Requests. See Appendix L.

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;

2. whether meetings with technical, professional, or scientific organizations are involved;

3. whether international conferences or meetings are involved;

4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service;

5. names and titles of foreign governmental contacts, if any;

6. roster of other employees or members of the Uniformed Services also performing the travel or TDY involved, including grade, full name, SSN, and branch of Service;

7. proposed itinerary identifying the places to be visited, the length of duty at each place, and the inclusive dates of travel;

8. information covering special arrangements, such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;

9. other information indicating expected expenses, amount of allowances necessary, or reasons why normal per diem is inadequate;

10. reasons normal accommodations within the prescribed per diem allowance are inadequate; and

11. name and phone number of individual who may be contacted concerning the request.

When any of the data in items 1 through 11 are not available, the request should so state. Each request for approval of an AEA after travel is completed must be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts should not be submitted with the request for AEA. Those documents must be submitted to the disbursing/finance/travel office.

C4604 ITEMIZATION

For reimbursement on an AEA basis, an employee must submit itemized expenses (see par. C4601-A) that indicate clearly the expenses applicable to each calendar day, excluding items that are claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), itemization of meals and incidental expenses is not required. See par. C1310 for receipt requirements.

C4605 COMPUTATION RULES

A. General. When the actual expenses incurred during any day are less than the daily amount authorized, the traveler is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a travel day may be allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in pars. C4605-B; C4605-C and C4605-D. In no case may the amount reimbursed be more than the amount authorized/approved in an AEA for the area.

B. Meals Available Under Special Arrangements. When an employee participates in a special mission (examples: deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, TDY to remote areas) and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency reimbursement of actual expenses for meals is limited to the amount of the charge for each meal made available under the special arrangements, up to the charges for three meals per day.

C. Averaging Expenses. In determining a daily amount for expense items that do not accrue on a daily basis (examples: laundry, dry cleaning, pressing, hotel maid tips) such expenses may be averaged over the number of days the employee is entitled to AEA during the entire TDY trip. In connection with lodging and lodging-related expenses, an expenses pertains to the day it begins. For example, if a lodging charge is computed from 1000 on the first day to 1000 on the second day, the charge applies to the first day even though the lodging was not actually occupied on that day. If expenses for the first day are less than the daily maximum and for another day exceed the daily maximum, the expenses shall not be averaged. Each calendar day must be considered separately. If, however, a traveler pays for more than one day's expense at a time (for example, a hotel bill paid weekly, or at the end of occupancy), the amount applicable to each day should be listed separately.

D. Special Rules for Mixed Travel (Per Diem and Actual Subsistence Expense)

1. General. Mixed travel involves more than one maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the employee's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. C4711.

2. Reimbursement for the Day of Departure. The reimbursement method and daily maximum for the day of departure from the official station is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the official station, the same method and daily maximum applicable to the previous calendar day shall apply.

C4606 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

***NOTE 1**: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.*

***NOTE 2**: Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense and not included as a part of the lodging cost for reimbursement within the AEA authorized approved for travel in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable and are part of the lodging cost for reimbursement within the AEA authorized/approved for travel outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands.*

***NOTE 3**: The cost for laundry, dry cleaning, and/or pressing clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

EXAMPLE 1

Travel to single TDY point -- AEA authorized for M&IE and lodging.
ITINERARY

8/10	Depart residence
	Arrive Los Angeles
8/11-8/12	TDY at Los Angeles
8/13	Depart Los Angeles Airport
	Arrive residence

MAXIMUM RATES AT TIME OF TRAVEL
Los Angeles CA: AEA authorized not to exceed $171 ($114 x 150%)
(M&IE limited to $51.00 ($34 x 150%)).

REIMBURSEMENT 8/10 Actual Expense			
Los Angeles	Lodging	$120.00	
	Total	$120.00	$120.00
8/11 Actual Expense			
Los Angeles	Breakfast	6.00	
Los Angeles	Lunch	10.00	
Los Angeles	Dinner	24.00	
Los Angeles	Incidentals	3.00	
Los Angeles	Lodging	120.00	
	Total	$163.00	$163.00
8/12 Actual Expense			
Los Angeles	Breakfast	$10.00	
Los Angeles	Lunch	15.00	
Los Angeles	Dinner	26.00	
Los Angeles	Incidentals	2.00	
Los Angeles	Lodging	120.00	
	Total	$173.00	$171.00
8/13 Actual Expense			

Los Angeles	Breakfast	$5.50	
Los Angeles	Lunch	11.50	
	Total	$17.00	$17.00
	Total Reimbursement		$471.00

EXAMPLE 2

Travel to multiple TDY points -- AEA authorized for lodgings only at Belle View, CA, M&IE paid on a per diem basis.

ITINERARY
9/7 Depart residence arrive Belle View, CA
9/8 TDY-- Belle View
9/9 Depart Belle View, en route to Silver Hill, CO
9/10 TDY - Silver Hill
9/11 Depart Silver Hill, en route to High Point, CO
9/12 Depart High Point via Midland, IL, arrive residence

MAXIMUM RATES AT TIME OF TRAVEL
Belle View, CA: AEA authorized for cost of lodgings only. M&IE rate prescribed for Belle View is paid on a per diem basis. The total amount paid for lodging and M&IE may not exceed $99 ($66 x 150%) Silver Hill, CO: per diem $75 (M&IE rate $26, maximum lodging amount $49) High Point, CO: per diem $66 (M&IE rate $26, maximum lodging amount $40)

REIMBURSEMENT		
9/7	½ x $26 ((M&IE) plus $60 (Lodging Cost) (par. C4602-B4)	$ 73.00
9/8	$26 (M&IE) plus $60 (Lodging Cost) (par. C4602-B4	86.00
9/9	$26 (M&IE) plus $38 (Lodging Cost) NTE $75 (par. C4553-D)	64.00
9/10	$26 (M&IE) plus $38 (Lodging Cost) NTE $75	64.00
9/11	$26 (M&IE) plus $32 (Lodging Cost) NTE $66	58.00
9/12	¾ of $26 (M&IE) (par. C4553-D)	19.50
	Total Reimbursement	$364.50

***EXAMPLE 3**

***NOTE*: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.**

1. Travel to two TDY points. AEA authorized at one point.

2. Itinerary:

Itinerary	
10/1	Depart residence 0800, en route to Grayville, PA. Arrive 0930.
10/2	TDY – Grayville
10/3	Depart Grayville 0900, en route to Liberty, PA. Arrive 1000.
10/4	Depart Liberty 1515. Arrive at residence 1735.

3. Maximum rates at time of travel:

Maximum Rates at Time of Travel	
Grayville, PA	$85 (Standard CONUS per diem rate applies)
Liberty PA	Employee authorized AEA for TDY at Liberty NTE $129 ($86 x 150%).

4. Reimbursement:

Reimbursement			
10/1	75% of the Standard CONUS per diem M&IE rate plus lodging cost (par. C4553-D)	$22.50 (75% of $30) plus $55 lodging cost	$ 77.50
10/2 (Grayville)	Standard CONUS per diem M&IE rate plus lodging cost (par. C4553-D)	$30 plus $55 lodging cost	$ 85.00
10/3	Actual expense for Liberty, PA based on employee status and location at 2400		
10/3 (Grayville)	Breakfast	$ 3.25	
10/3 (Liberty)	Lunch	10.75	
10/3 (Liberty)	Dinner	17.50	
10/3 (Liberty)	Lodging	92.00	
		$123.50	$123.50
10/4	Actual expense NTE amount authorized for Liberty, PA. (par. C4605)		
10/4 (Liberty)	Breakfast	$ 8.00	
10/4 (Liberty)	Lunch	15.00	
		$ 23.00	$ 23.00
Total reimbursement			$309.00

EXAMPLE 4

Travel to multiple TDY points -- AEA authorized at one OCONUS point.

ITINERARY

8/5	Depart residence, en route to airport
	Depart O'Hare Airport, en route to New York City
	Arrive New York,
8/6	TDY at New York City
8/7	Depart New York City, en route to London
	Arrive London Airport
8/8 & 8/9	TDY London
8/10	Depart London, en route to Frankfurt
	Arrive Frankfurt
8/11	TDY Frankfurt
8/12	Depart Frankfurt en route to Chicago O'Hare Airport
	Arrive O'Hare Airport
	Arrive residence

MAXIMUM RATES AT TIME OF TRAVEL
New York, NY: Per Diem $147 (M&IE rate $34, Maximum Lodging Amount $113)
London, UK: Per Diem $171 (M&IE rate $80, Maximum Lodging Amount $91)
Frankfurt, GE: AEA authorized for meals and lodging not to exceed $239 ($159 x 150%)

REIMBURSEMENT			
8/5	¾ of $34 (M&IE) plus $82 (Lodging Cost) (par. C4553-D)		$107.50
8/6	$34 (M&IE) plus $82 (Lodging Cost)		116.00
8/7	$80 (M&IE) plus $75 (Lodging Cost)		155.00
8/8	$80 (M&IE) plus $75 (Lodging Cost)		155.00
8/9	$80 (M&IE) plus $75 (Lodging Cost)		$155.00
8/10	Actual Expense		
London	Breakfast	$ 12.00	
Frankfurt	Lunch	16.00	
Frankfurt	Dinner	25.00	
Frankfurt	Lodging	130.00	
	Total	$183.00	$183.00
8/11	Actual Expense		
Frankfurt	Breakfast	$ 10.00	
Frankfurt	Lunch	18.00	
Frankfurt	Dinner	28.00	
Frankfurt	Lodging	$130.00	
	Total	$186.00	$186.00
8/12	Actual Expense		
Frankfurt	Breakfast	$ 10.00	$10.00
	Total Reimbursement		$1067.50

MAXIMUM RATES AT TIME OF TRAVEL
New York, NY: Per Diem $147 (M&IE rate $34, Maximum Lodging Amount $113)
London, UK: Per Diem $171 (M&IE rate $80, Maximum Lodging Amount $91)
Frankfurt, GE: AEA authorized for meals and lodging not to exceed $239 ($159 x 150%)

REIMBURSEMENT			
8/5	¾ of $34 (M&IE) plus $82 (Lodging Cost) (par. C4553-D)		$107.50
8/6	$34 (M&IE) plus $82 (Lodging Cost)		116.00
8/7	$80 (M&IE) plus $75 (Lodging Cost)		155.00
8/8	$80 (M&IE) plus $75 (Lodging Cost)		155.00
8/9	$80 (M&IE) plus $75 (Lodging Cost)		$155.00
8/10	Actual Expense		
London	Breakfast	$ 12.00	
Frankfurt	Lunch	16.00	
Frankfurt	Dinner	25.00	
Frankfurt	Lodging	130.00	
	Total	$183.00	$183.00
8/11	Actual Expense		
Frankfurt	Breakfast	$ 10.00	
Frankfurt	Lunch	18.00	
Frankfurt	Dinner	28.00	
Frankfurt	Lodging	$130.00	
	Total	$186.00	$186.00
8/12	Actual Expense		
Frankfurt	Breakfast	$ 10.00	$10.00
	Total Reimbursement		$1067.50

PART N1: POC USE FOR TDY TRAVEL

C4650 MILEAGE ALLOWANCES FOR POC USE

Employees or others engaged in official business for the Government may be authorized mileage for POC travel. Mileage may be authorized only for the POC operator.

*C4651 POC USE FACTORS

A. Official Mileage Rates for Local and TDY Travel. Only the mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in orders.

B. POC Use Advantageous to the Government. POC mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government. When TDY travel by POC is not advantageous to the Government but is authorized/approved as a matter of personal preference, reimbursement is on a constructed basis limited to the cost of the transportation mode authorized in the order. Constructed cost is determined as indicated in par. C2156. See par. C4651-D when a POC is used in lieu of Government-furnished automobile and pars. C2400 and C2401 for POC use for local travel.

D. Privately Owned Automobile in Lieu of Government-Furnished Automobile (FTR §301-10.310)

1. When Use of Government-Furnished Automobile Is Advantageous to the Government

a. GSA prescribes the mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rate may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to mileage reimbursement for the official distance, the employee is authorized reimbursement for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-Furnished Vehicle Available. When a Government-furnished vehicle is available but an employee asks to use a privately owned automobile for TDY travel under the provisions of par. C2180-C, mileage reimbursement is at the rate listed in par. C2500 for partial reimbursement for POC use. This rate applies if the employee:

a. is committed to use a Government-furnished automobile in accordance with par. C2180-C, but occasionally uses a POC; or

b. asks to use a POC, but the DoD component has a Government-furnished automobile available. ***In this situation, the employee should generally not be authorized POC use.***

3. Reimbursement when Transportation in a Government-Furnished Automobile as Passenger/Driver Is Available

a. ***When an employee is authorized transportation in a Government-furnished automobile as a***

passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not authorized any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).

b. If the Government-furnished automobile did not make the trip, the employee is authorized reimbursement at the rate in par. C2500 for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is advantageous to the Government.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel order.

2. When official travel is by verbal order, parking fees are reimbursable when the travel-approving/directing official approves the claim.

3. Reimbursement is allowed only for parking fees related to official business.

4. Parking fees are not allowed for PDT.

C. Government-Furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. ferry fares, bridge, road and tunnel tolls;

2. automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and

3. aircraft landing, parking, and tie-down fees.

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.

2. No deduction is made from the mileage payable to the entitled employee because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs From PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved.

2. Only one traveler is paid mileage for a trip.

3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4658 NOT USED

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C4300-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

*1. When POC use is not advantageous to the Government, per diem reimbursement is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2180).

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

***C4660 TRAVEL TIME**

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

***NOTE*: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).**

B. Not Advantageous to the Government

1. Limitation

a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the mileage rate in par. C4651 plus per diem.

b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.

*c. This paragraph does not apply to travel performed under par. C2180 (B-183480, September 4, 1975).

2. Mileage and Per Diem Computation

a. Mileage allowance is computed for the DTOD distance between authorized points.

b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-b2a.

c. The per diem rate authorized in the travel order is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

*a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2156) between authorized points.

b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.

c. Taxi fares and excess baggage costs that would have been allowed are included.

d. The constructed POC transportation cost includes transportation expenses for:

(1) the traveler claiming mileage, and

(2) persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

*b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

a. Passengers, accompanying the employee claiming mileage, are not entitled to mileage.

b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

***NOTE*: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.**

EXAMPLE

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.

2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was $99; M&IE rate was $34 and the maximum lodging amount (MLA) $65. Actual lodging cost at Jacksonville, FL, was $40.

Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL)		
1 round-trip air coach ticket (incl. federal tax paid by Government)	$163.27	
Total taxicab expense at origin and destination point	9.00	
Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. $25.50 (75% X $34) plus $40 lodging cost.	65.50	
Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. $25.50 (75% X $34).	25.50	
Total Constructed Cost	**$263.27**	**$263.27**

Total Cost of Actual Travel by Automobile		
Mileage & Tolls. 2325 Miles @ $0.345 per mile (round-trip)	$802.13	
Tolls	12.00	
Total Transportation Cost	**$814.13**	**$814.13**
Per Diem For Travel to Jacksonville, FL		
Day of Departure (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. $22.50 (75% X $30) plus $35 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	$57.50	
Second Day. M&IE rate for lodging location on 2nd day plus lodging cost. $30 plus $39 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	69.00	
Third Day (Day of arrival at Jacksonville, FL. M&IE rate for Jacksonville plus lodging cost. $30 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL $99.	70.00	
Per Diem Cost for travel to Jacksonville, FL	**$196.50**	**$196.50**

Per Diem for Travel from Jacksonville, FL, to Boston		
Day of Departure from Jacksonville, FL (1st Day). M&IE rate for lodging location on 1st day plus lodging cost. $30 + $39 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	$69.00	
Second Day. M&IE rate for lodging location on 2nd day plus lodging cost. $30 + $35 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	65.00	
Third Day (Day of return to PDS). 75% of M&IE (Same as rate for en route stopover point on 2nd day. $22.50 (75% X $30)	22.50	
Per Diem Cost for travel from Jacksonville, FL to Boston	**$156.50**	**$156.50**
Total Cost of Actual Travel by Automobile		**$1167.30**

3. Since the cost for actual travel performed (i.e., mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is $263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

NOTE: All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

(1) the authorized mileage rate for the distance traveled by POC,

(2) the cost of transportation purchased through a CTO, ***and***

(3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The authorizing/order-issuing official may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the employee is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

a. the authorized mileage rate for the distance traveled by POC,

b. the cost of transportation purchased through a CTO, ***and***

c. per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see par. C4661-B3) for the ordered travel.

C4662 SEE CHAPTER 4, PART N2

PART N2: RETURN TO PDS DURING TDY

C4675 ORDERS

The authorizing/order-issuing official must have it stated in the travel order if an employee is:

1. required to return to the PDS on non-workdays at Government expense, or

2. authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel order to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the authorizing/order-issuing official may require an employee to return to the PDS for non-workdays, as long as:

1. the expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,

2. availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and

3. the travel order states the employee must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. non-workdays, or

2. workdays after the close of business

to the:

3. PDS, or

4. place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://www.dtic.mil/perdiem/pdrates.html.

EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

Employee's daily TDY lodging cost was $61, which, when added to the applicable meal and incidental expense rate of $34 equals $95 (does not exceed the TDY location $105 maximum per diem rate).

Actual Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	Per diem for day of return to the PDS 75% of $34 =	$25.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Actual Cost	**$609.00**

Constructed Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	$34 + $61 =	$95.00
Sat 10/23	$34 + $61 =	$95.00
Sun 10/24	$34 + $61 =	$95.00
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Constructed Cost	**$682.00**

In this example the employee is due $609.00 (actual cost) since it is less than the constructed cost ($682.00).

EXAMPLE 2

Lodging-Plus Per Diem Computation		
Mon	3/5	depart PDS
Mon	3/5	arrive TDY
Fri	3/9	depart TDY
Fri	3/9	arrive PDS
Sun	3/11	depart PDS
Sun	3/11	arrive TDY
Fri	3/16	depart TDY
Fri	3/16	arrive PDS

1. Employee's daily TDY lodging cost was $45, which, when added to the applicable meal and incidental expense rate of $30 equals $75 (does not exceed the TDY location $90 maximum per diem rate).

2. ***Constructed Cost***: Applying the $75 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of $225 for Friday, Saturday and Sunday ($75 per day x 3 days = $225).

3. ***Actual Cost***:

Per diem for day of return to the PDS on Friday 75% of $30	$ 22.50
Cost of round-trip transportation	$140.00
Per diem for day of travel to TDY location (75% of $30) + $45	$ 67.50
Total	**$230.00**

4. Since the actual cost of per diem and the transportation ($230.00) for travel to the PDS and return exceeds the constructed cost of per diem ($225) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed $225.

5. Using the same example, in a situation in which an employee accompanies another employee who is driving a POC, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of $230.00. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. ***NOTE: Mileage is not paid to the passenger. See par. C4661-B5.***

6. If each employee's per diem is taken into account, the maximum per diem payable would be $450 ($75 x 3 days = $225 x 2 employees).

7. If the round-trip transportation cost for the two employees is $140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to $320) ($22.50 per diem for Friday + $67.50 per diem for Sunday = $90 x 2 people = $180 per diem + $140 transportation = $320) is payable. The driver receives $230 and the passenger receives $90. There also is a $130 savings to the Government ($450 - $130).

EXAMPLE 3

1. An employee is assigned to a TDY location. The travel order does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of $40 per day and would have been authorized per diem of $70 ($30 + $40), which is within the TDY location $90 maximum per diem rate.

3. The $70 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	return PDS	1830
Tues	10/16	depart PDS	0600
Tues	10/16	return PDS	1830

Wed	10/17	depart PDS	0600
Wed	10/17	return PDS	1830
Thurs	10/18	depart PDS	0600
Thurs	10/18	return PDS	1830

PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of $30 (M&IE Rate) (par. C4553-D)	$22.50
Tue	10/16	75% of $30 (M&IE Rate)	22.50
Wed	10/17	75% of $30 (M&IE Rate)	22.50
Thurs	10/18	75% of $30 (M&IE Rate)	22.50
Four round trips of 150 miles each @ $0.365per mile			$219.00
Total Per Diem & Mileage for Actual Travel			**$309.00**

CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of $30 (M&IE Rate) plus $40 (Lodging cost)	$62.50
Tue	10/16	$30 (M&IE Rate) plus $40 (Lodging cost)	70.00
Wed	10/17	$30 (M&IE Rate) plus $40 (Lodging cost)	70.00
Thurs	10/18	75% of $30 (M&IE Rate)	22.50
One round trip of 150 miles @ $0.365 per mile			$ 54.75
Total Constructed Cost			**$279.75**
The employee is authorized $279.75 since it is the lesser amount.			

EXAMPLE 4

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE $90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is $90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.

2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to $270.00, i.e., what the employee would have been paid for remaining at the TDY location.

3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.

2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.

3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.***

B. Cost Analysis

1. Prior to authorizing return travel, the authorizing/order-issuing official must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.

2. The TDY assignment length and purpose and the return travel distance must be considered.

3. An analysis must be conducted at least every other year.

C. Authorized Return

1. Authorized return travel is intended for an employee whose employment ***requires frequent extended TDY*** assignments away from the PDS.

2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:

a. justified by the cost analysis required in par. C4678-B, and

b. the authorizing/order-issuing official determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. An employee, who travels to a location (other than the PDS or place of abode from which the employee commutes daily to the PDS) ***for personal reasons***, is authorized only to the per diem and any transportation expenses that would have been allowable had the employee remained at the TDY location (B-200856, August 3, 1981; and B-214886, July 3, 1984).

4. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially

responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized lodgings plus per diem, the authorizing/order-issuing official may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. the reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

2. the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

3. when the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the authorizing/order issuing official may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

EXAMPLE

1. The employee is on long term TDY renting an apartment at a cost of $1,000 per month.

2. The authorized per diem rate is $55 (i.e., 55% of the locality rate of $100).
   55% of $34 (M&IE) = $18.70
   55% of $66 (Lodging) = $36.30
   Total = $55 or 55% of $100 = $55

3. The employee is reimbursed $36.30 x 30 = $1,089 per 30-day month for lodging.

4. The travel order authorized the employee a return trip home every 3 weeks.

SCENARIO 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.

2. The employee is authorized $1,016.40 (28 x $36.30) for lodging for the first month.

3. Since the employee is authorized $16.40 more than actual lodging cost ($1,016.40 vs. $1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

SCENARIO 2

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.

2. The employee is authorized 25 x $36.30 = $907.50 for lodging for the third month.

3. The employee is out-of-pocket $92.50 for lodging costs ($1,000 vs. $907.50).

4. The employee would have been reimbursed $181.50 (5 x $36.50) for those 5 nights had the employee not returned to the PDS.

5. The $92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS ($181.50).

6. At the authorizing/order-issuing official's option, the employee may be authorized $92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

PART O: REIMBURSABLE TRAVEL EXPENSES

C4700 GENERAL

Reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items described in this Part. Each item claimed should be identified on the reimbursement voucher. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the approving official is authority for payment.

C4703 GOVERNMENT CONVEYANCE

A. General. Except as indicated in par. C4703-B, expenses of operation of a Government conveyance, such as cost of gasoline, oil, any necessary parking fees, repairs, nonpersonal services, guards, and storage are reimbursable when such expenses are necessary and Government facilities are not available.

B. Use of Aero Club Aircraft. When the use of such aircraft is authorized for official duty travel, reimbursement shall be the lesser of actual necessary expenses or the cost to the Government for commercial transportation. When a group of two or more travelers are authorized to accomplish official duty travel in Aero Club aircraft, reimbursement to the traveler, who is responsible for the aircraft, shall be the lesser of actual necessary expenses or the aggregate equivalent commercial transportation costs to the Government for the group. Other members of the group shall receive no payments for the transportation in the Aero Club aircraft. Necessary expenses incurred include the hourly fee imposed by the Aero Club, fuel charges if not reimbursable by the Aero Club, landing and tie down fees (to include hangaring of aircraft in severe weather conditions) charged at en route and destination airports. Per diem is payable to all individuals using this mode of transportation for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used. For authorization of travel by this mode, see par. C2053.

C4704 COMMERCIAL PASSENGER TRANSPORTATION

A. When Cost of Commercial Transportation Is $100 or Less

1. General. When the cost of commercial passenger transportation is in excess of $10 but does not exceed $100, exclusive of Federal tax, the traveler may either pay cash for such transportation or be issued a transportation request in accordance with the provisions contained in pars. C4704-A2 and C4704-A3. Cash payment is made for transportation when the amount involved is $10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. In purchasing commercial transportation the traveler is required to observe the provisions of Chapter 2 governing the use of less than first-class accommodations. When such accommodations are not available or will not fulfill the requirements of the mission, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is allowed for the cash purchase of transportation of $100 or less, plus Federal tax, when approved as claimed on a travel voucher. The claim voucher shall show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government the right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are not Available. When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized transportation of

dependents. Purchase of accommodations are subject to the same conditions as those specified in par. C4704-A except that receipts are required. In the event that sleeping-car, parlor-car, or stateroom fares are paid for in cash, coupons or checks therefor shall accompany the travel voucher unless it is stated in the voucher that coupons or checks are not given by the company or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on an airplane. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual cost of transportation, including cost of separate compartment for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or cost of staterooms for night water travel when extra charge is made therefor.

C. When GTRs Are Available But Not Used and Transportation Costs Exceed $100. When GTRs are available but due to conditions beyond the control of the traveler they were not utilized, reimbursement of the actual cost of authorized travel and accommodations is authorized. In all other cases, when GTRs are available but not used and the cost of commercial transportation purchased by the traveler exceeds $100, reimbursement shall be allowed not to exceed the cost to the Government for authorized transportation and accommodations had a GTR been used.

*D. Streetcar and Bus Transportation.

Reimbursement for bus or streetcar transportation expenses:

1. is allowed under the conditions in Chapter 2, Part C,

2. includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station, and

3. requires that a statement of necessity for daily bus or streetcar travel must accompany the travel voucher.

C4705 BAGGAGE EXPENSES

A. Excess Baggage. Excess baggage transportation must be authorized or approved as being officially necessary. ***NOTE: Excess baggage includes either or both an excessive number of pieces or excessive weight***.

B. Transfer of Baggage. Necessary charges for the transfer of baggage are allowed, not to exceed the customary local rates. Necessity for the transfer of hand baggage must be explained.

C. Storage of Baggage. Charges for storage of baggage are allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

D. Checking Baggage. Charges for the checking of baggage are allowed, not to exceed the customary local rates.

E. Redcap and Skycap Charges. Except when authorized under par. C6552, item 4, for an employee with a disability, redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler is allowed for separate reimbursement. When dependents are not authorized per diem while traveling at Government expense, redcap and skycap charges may be allowed for handling their personal baggage when travel is unaccompanied by the sponsor. When dependents are traveling with the sponsor under such circumstances, redcap and skycap charges may be allowed for handling that portion of dependents' personal baggage which cannot be handled by the sponsor.

F. Charges For Handling Baggage/Government Property at Hotels/Motels. Except when authorized under par. C6552, item 4, for an employee with a disability, fees and tips for handling personal baggage at hotel and motels are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense.

C4706 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C4709-B3g.

C4707 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES

A. General. Any employee, officially required to obtain a change of status or renew passports or visas (for the employee and/or dependents), is reimbursed the expenses incurred for obtaining a change of status and the expense for issuance or renewal of passports or visas. Actual travel need not occur. Such expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers in processing applications for passports, visas, or changes in status. This authority for reimbursement includes an employee,

1. hired locally or transported to the OCONUS area at Government expense,

2. who is a United States citizen serving under a transportation or renewal agreement, and

3. is required to renew passports (employees and/or dependents) as a result of continued employment in an overseas area.

It also includes employees described in par. C4707-B. The appropriate voucher as required by DoDFMR, Volume 9, Travel Policy and Procedures, with supporting authority, must be submitted in accordance with finance policy and procedures. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

B. Passport and Visa for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the responsible commanding officer to maintain current passports or visas in preparation for such travel, may be reimbursed the fees paid for such documents. Actual travel is not required.

C4708 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a Federal employee assigned to TDY can apply for an exemption certificate upon first coming into the state.

B. Reimbursement for Charges Paid by an Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which assigned to TDY, charges paid by an employee for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

*1. The use of a POC is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.

2. The employee's PDS is outside the state in which the TDY assignment is performed.

3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.

4. The reimbursement claim is supported by a receipt or documentation evidencing payment by the employee of charges imposed by the state in which the TDY was performed.

C4709 MISCELLANEOUS EXPENSES

A. General. Reimbursement is allowed for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. taxes on lodging in United States and non-foreign OCONUS areas**,** limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of $55 per night, and the traveler elects to stay at a hotel that costs $110 per night, the traveler may only be reimbursed the amount of taxes on $55, which is the maximum authorized lodging amount)***;***

NOTE: Taxes for lodging in foreign areas are part of per diem/AEA and are not separately reimbursable.

6. fees for:

a. currency conversion; ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains; resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing ***salary*** checks/drafts); and

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. transportation costs to and from the transportation terminal (see Chapter 2, Part C); and

10. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. TDY Travelers. In addition to those expenses listed in par. C4709-A, reimbursable expenses for TDY travelers include:

1. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see par. C4657-B);

2. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

3. authorizing/order-issuing official authorized/approved expenses for:

   a. services, including associated equipment, needed for reports/correspondence preparation;

   b. clerical assistance;

   c. services of guides, interpreters, packers, or vehicle drivers;

   d. storage of property used on official business;

   e. room rental (used for official business) at a hotel/other place;

   f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

   g. official local and long distance phone calls (see par. C4706);

   h. excess baggage transportation costs;

   i. conference registration fees;

   j. dual lodging costs (see par. C4555-F);

   k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***(see par. C4712)****;*

   l. expedited charge card delivery (***effective 1 May 2001***);

   *m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

4. costs for personal laundry, dry-cleaning and pressing of clothing while TDY ***(not after returning to/arriving at PDS)***; only when CONUS TDY/PCS lodging is at least 4 consecutive nights;

5. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and

7. transportation-related tips for handling ***Government property at terminals and hotels.***

C. PCS Travelers. Employees are authorized the expenses listed in par. C4709-A for PCS travel. In addition to those expenses listed in par. C4709-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees or charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas, or changes in status.

C4710 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa fees, and communications services, etc.) reasonably incurred pursuant to travel orders prior to such orders being canceled, modified, or revoked are reimbursable to the same extent that such expenses would have been reimbursed if the travel had been completed

provided a refund of such expense is not obtainable and the travel orders were canceled, modified or revoked for the benefit of the Government or because of conditions beyond the control of the employee.

C4711 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4553-A1a(3) for meals and/or payment for lodging up to the maximums (see ***http://www.dtic.mil/perdiem/***) when the traveler is required to purchase these items when not entitled to per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

C4712 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging (including deposits for lease of rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the authorizing/order-issuing official. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The authorizing/order-issuing official should consider if the:

1. employee acted reasonably and prudently in incurring lodging expenses;

2. employee had a reasonable expectation of the TDY being completed as ordered or directed;

3. assignment was changed for official purposes or for other reasons beyond the employee's control that are acceptable; and

4. employee took steps to obtain a refund once the TDY was officially canceled, or curtailed.

PART P: LAST MOVE HOME FOR SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEES UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

C4800 APPLICABILITY

A. Individuals Covered. This Part applies to career appointees in Senior Executive Service (SES) positions, defined as follows.

1. Career Appointee. An individual in a SES position whose appointment to the position or previous position to another SES position was based on approval by the Office of Personnel Management (OPM) of the executive qualifications of such individual.

2. Senior Executive Service Position. Any position in the Department of Defense (DoD) and National Security Agency, which is classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule, or an equivalent position that is not required to be filled by an appointment by the President and with the advice and consent of the Senate, and in which an employee:

a. directs the work of an organizational unit;

b. is held accountable for the success of one or more specific programs or projects;

c. monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;

d. supervises the work of employees other than personal assistants; or

e. otherwise exercises important policy-making, policy determining, or other executive functions;

but does not include:

f. any position in the Foreign Service of the United States; or

g. an administrative law judge position under section 3105 of 5 U.S.C.

3. Appointees Who Elect to Retain SES Retirement Benefits. This paragraph applies to a non-SES appointee if the conditions in pars. C4800-A3a through C4800-A3c.are met.

a. The appointee's basic rate of pay is at Level V of the Executive Schedule or higher;

b. The appointee was previously a career appointee in the SES; and

c. The appointee elected under 5 U.S.C. 3392(c) to retain SES retirement benefits.

B. Exclusions. This Part does not apply to individuals whose appointment in the SES is:

1. Limited Term Appointee -- an individual appointed under a nonrenewable appointment for a term of 3 years or less to a SES position, the duties of which expire at the end of that term;

2. Limited Emergency Appointee -- an individual appointed under a nonrenewable appointment, not to exceed 18 months, to a SES position established to meet a bonafide, unanticipated, urgent need;

3. Noncareer Appointee -- an individual in a SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

C. Immediate Family of Deceased Covered Individual. The last move home provisions of this Part also apply to the immediate family of a covered individual, as defined in par. C4800-A, provided the employee:

1. satisfied the eligibility criteria in par. C4801; and

2. dies in Government service on or after 1 Jan 94; or

3. died after separating from Government service but before travel and/or transportation to home were completed.

C4801 ELIGIBILITY CRITERIA

An SES career appointee (or a deceased covered employee's immediate family), as defined in par. C4800, is eligible, upon separation from Federal Service, for those travel and transportation allowances specified in par. C4803 of Chapter 4, Part P, if such individual meets the following criteria:

1. was transferred or reassigned geographically at any time in the interest of the Government and at Government expense from one official station to another for permanent duty as a career appointee in the SES, including a transfer or reassignment:

   a. from an SES career appointment to another SES career appointment; or

   b. from an SES career appointment to an appointment outside the SES at a rate of pay equal to or higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement benefits under 5 U.S.C. §3392; or

   c. from other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment;

2. at the time of the transfer or reassignment:

   a. was eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (d), (e), (f), or (j) of subchapter III of chapter 83 (Civil Service Retirement System (CSRS)) or under section 8412 of subchapter II of chapter 84 (Federal Employees Retirement System (FERS)) of 5 U.S.C.; or

   b. was within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in item a; or

   c. was eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83 or under section 8414(b) or subchapter II of chapter 84 of 5 U.S.C.;

*3. is eligible to receive an annuity upon such separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under subchapter III of chapter 83 (CSRS) or chapter 84 (FERS) of 5 U.S.C., including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

*4. previously has not been authorized and received "last move home" benefits upon separation from Federal service for retirement.

C4802 AUTHORIZATION OR APPROVAL

A. Covered Individuals. An individual who is eligible for moving expenses under this Part may submit a request to the designated official of the DoD component concerned for authorization/approval of the expenses. These requests

normally should be submitted in writing at least 90 days before the anticipated date of retirement and must include the following information:

1. name, grade, and SSN;

2. name, spouse;

3. name(s) and age(s) of dependent children;

4. origin and destination of move; and

5. anticipated dates of move.

B. Immediate Family of Deceased Covered Individual. The family of a deceased employee should submit a request as prescribed in subpar. A as soon as practicable after the employee's death.

NOTE: Travel and transportation under this Part are payable for the immediate family of a covered individual who died while in Government service during the period beginning on January 1, 1994, and ending October 6, 1994, upon the immediate family's written application submitted to the designated official of the DoD component concerned by May 13, 1998.

C4803 ALLOWABLE EXPENSES

When the head of the DoD component concerned, or the employee's designee, authorizes/approves, the travel and transportation expenses specified in this paragraph shall be paid for those individuals who are eligible for such expenses under par. C4800. The specified expenses may be paid or reimbursed to the same extent as provided in the applicable provisions of these regulations referenced below. Allowable expenses and provisions of these regulations which apply are as follows:

1. travel expenses including per diem under par. C4000 for the individual;

2. transportation expenses under par. C7000, but not per diem, for the individual's immediate family;

3. mileage allowance under par. C4250 to the extent travel is performed by privately owned automobile;

4. transportation and temporary storage of HHG under Chapter 8, Part B not to exceed 18,000 pounds net weight.

C4804 EXPENSES NOT ALLOWABLE

Items of expense not listed in par. C4803 which generally are authorized for reimbursement in the case of transferred employees (e.g., per diem for family, cost of househunting, subsistence while occupying temporary quarters, miscellaneous expense allowance, residence sale and purchase expenses, leasebreaking expenses, NTS of HHG, relocation income tax allowance, and relocation services) are not authorized upon the eligible individual's retirement.

C4805 ORIGIN AND DESTINATION

A. General. The expenses listed in par. C4803 may be paid from the employee's PDS at separation to the place the individual elects to reside within the U.S. If the employee dies before separating, or after separating but before the move is completed, expenses may be paid to the place within these areas to which the immediate family elects to reside even if different than the place elected by the employee.

B. Alternate or More Than One Origin. Travel and transportation expenses may be paid from an alternate origin or more than one origin provided the cost does not exceed the cost the Government would have paid if all travel and transportation had originated at the official station from which the individual was separated to the place where the individual, or the immediate family, resides.

C. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place where the individual has elected to reside is within the same general local or metropolitan area in which the official station or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria specified in par. C4108 for a short distance transfer are met.

C4806 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

A. General. Except as provided in subpar. B, all travel and transportation, shall be accomplished within 6 months of the date of separation (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process, under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period, but in no case later than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

B. Employee Died Between 1 January 1994 and 13 May 1997. For the immediate family of a covered employee who died in Government service on/after 1 January 1994 and on/before 13 May 1997, all travel and transportation shall be accomplished not later than 13 May 1999.

***C4807 USE OF FUNDS**

Travel advances shall not be issued to cover any of the expenses authorized by this Part. Travel and transportation arrangements should be made through Government-arranged travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (See par. C2207), they may be reimbursed for their actual transportation expenses. ***NOTE: Reimbursement is not to exceed the applicable coach air fares for transportation of the individual and immediate family, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.***

PART Q: ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

C4900 GENERAL

A. Purpose. This Part prescribes rules for acceptance of payments by an employee from non-Federal sources for travel, subsistence, and related expenses of an employee (and/or an accompanying spouse) at any function relating to official duties.

B. Solicitation Prohibited. An employee shall not solicit payment for travel, subsistence, and related expenses from a non-Federal source. However, after receipt of an invitation from a non-Federal source to attend a function or in the course of discussions of a function to be sponsored jointly by the DoD component and the non-Federal source, the DoD component or employee may inform the non-Federal source that the component may accept such payments.

C4901 DEFINITIONS

As used in this Part, the following definitions apply:

A. Employee. "Employee" means an appointed officer or employee of the DoD component (see Appendix A for definition of DoD component), including a special Government employee as defined in 18 U.S.C. 202, or an expert or consultant appointed under the authority of 5 U.S.C. 3109.

B. Function. A conference, seminar, speaking engagement, symposium, training course, or similar event that takes place away from the employee's official station, and is sponsored or cosponsored by a non-Federal source. Excluded are: (1) a meeting or other event required to carry out a DoD component's statutory and regulatory functions (i.e., a function essential to the DoD component's mission), such as investigations, inspections, audits, site visits, negotiations, or litigation; and (2) promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal source's products or services. A function need not be widely attended. Examples of functions include:

1. an event at which an employee participates as a speaker or panel participant;

2 a conference, convention, seminar, symposium or similar event attended primarily for training (other than promotional vendor training), or to present or exchange substantive information concerning a subject of mutual interest to a number of parties;

3. an event where an employee receives an award or honorary degree in recognition of meritorious public service related to the employee's official duties, which may be accepted consistent with the applicable standards of conduct regulation.

*C. Non-Federal Source. Any person/entity other than the U.S. Government. Included are individuals, private/commercial entities, not-for-profit organizations or associations or international or multinational organizations (whether or not the DoD component holds membership), and foreign, state, or local governments (including the District of Columbia).

D. Payment. Funds paid by a non-Federal source for travel, subsistence, and related expenses by check or similar instrument to a DoD component, or payment in kind.

E. Payment In Kind. Goods, services, or other benefits provided by a non-Federal source for travel, subsistence, and related expenses in lieu of funds paid to a DoD component by check or similar instrument.

F. Travel, Subsistence, and Related Expenses. The reimbursable expenses payable under this Chapter. Also included are conference or training fees (in whole or in part) and other benefits provided in-kind and made available

by the sponsor(s) to all attendees that are reimbursable under applicable travel regulations.

C4902 POLICY

A. Acceptance of Payment For Employee. Component may accept payment from a non-Federal source (or authorize an employee to accept such payment on its behalf) for the employee's attendance at a function the employee is authorized to attend in an official capacity. Employees shall not accept a payment in a personal capacity

B. Acceptance of Payment For An Accompanying Spouse. A DoD component may accept payment from a non-Federal source (or authorize an employee to accept such payment on its behalf) for an accompanying spouse when the spouse's presence at the function is in the DoD component's interest. An employee or spouse shall not accept a payment in a personal capacity. A spouse's presence is in the interest of the DoD component if the spouse:

1. supports the DoD component's mission or substantially assists the employee in carrying out official duties;

2. attends a ceremony at which the employee receives an award or honorary degree (par. C4901-B, item 3); or

3. participates in substantive programs related to the DoD component's programs or operations.

C. Administration and Delegation of Authority. The DoD component's ethics official or other designated official must approve acceptance to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of payment.

D. Payment in Excess of Regulatory Limitations. When a non-Federal source makes full payment for subsistence expenses, a DoD component may accept payment (and, when applicable reimburse an employee and/or the employee's accompanying spouse for:

1. expenses that exceed the maximum per diem or actual subsistence expense rates prescribed in par. C4553 or C4600; and

2. common carrier transportation expenses for premium-class other than first-class accommodations without regard to the limitations in Chapter 2. Acceptance of payment for first-class transportation accommodations is allowed only when use is authorized under par. C2200.

When a payment exceeds an applicable limitation, the accommodation or other benefit must be comparable in value to that offered to, or purchased by, other similarly situated individuals attending the function. For other than in-kind payments, payment should be required in advance of the travel.

E. Reduced Per Diem Rate in Partial Payment Situation. If the designated DoD component official determines in advance of the travel that a payment covers some but not all of the per diem expenses to be incurred by the employee (and/or the accompanying spouse), the DoD component should authorize a reduced per diem rate in accordance with par. C4550-A3 that is commensurate with the known subsistence expense levels.

C4903 CONDITIONS FOR ACCEPTANCE

A. General. A DoD component may accept payment for employee and/or spousal travel when acceptance is authorized in advance of the travel following approval by an ethics official or other designated official who has determined that the payment is:

1. for travel relating to an employee's official duties (including attendance because the employee's presence at the function is necessary to permit participation by another employee) or because a spouse's presence at the function is in the DoD component's interest under an official travel authorization issued to the employee, and to an accompanying spouse;

2. for attendance at a function as defined in par. C4901-B; and

3. from a non-Federal source not disqualified under par. C4904 on conflict of interest grounds.

B. Payments From Multiple Non-Federal Sources. Payments may be accepted from multiple sources.

C. Functions Not Subject of Mutual Interest. If there is no subject of mutual interest to the DoD component and the non-Federal source, acceptance of payment is limited to payment in kind and to the types of services the non-Federal source generally provides; e.g., air passenger transportation services provided by a commercial airline.

C4904 CONFLICT OF INTEREST ANALYSIS

A. Payment From a Non-Federal Source. Payment from a non-Federal source shall not be accepted if the ethics or other designated official of the DoD component determines that acceptance under the circumstances would cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of DoD component programs or operations. In making this determination, the ethics or other designated official shall be guided by all relevant considerations, including:

1. the identity of the non-Federal source;

2. the function's purpose;

3. the identity of other expected participants;

4. the nature and sensitivity of any matter pending at the DoD component affecting the interests of the non-Federal source;

5. the significance of the employee's role in any such matter; and

6 the monetary value and character of the travel benefits offered by the non-Federal source.

B. Limiting Benefits Offered by Non-Federal Source. The ethics or other designated official may find that, while acceptance from the non-Federal source is permissible, the DoD component should qualify its acceptance; for example, authorize attendance at only a portion of the function or limit the type or character of benefits accepted.

C4905 PAYMENT PROCESSING GUIDELINES

The form of payment from a non-Federal source, other than payments in kind, must comply with applicable finance regulations. A payment received by an employee on behalf of the DoD component is accepted on behalf of the DoD component and must be submitted in accordance with applicable finance regulations.

C4906 REIMBURSEMENT CLAIMS FOR OFFICIAL TRAVEL EXPENSES

*A. Employee Reimbursement. An employee and/or accompanying spouse must submit the appropriate claim form (see DoDFMR, Volume 9 at (***http://www.dtic/mil/comptroller/fmr/***)) for all travel expense reimbursement claims. See par. C4902-D for expenses, paid by non-Federal sources, that exceed the maximums prescribed in this Volume. Reimbursement for expenses in excess of regulatory limitations shall not in any case exceed the amount of expenses incurred.

B. Allowable Expenses. The DoD component shall reimburse an employee (and/or accompanying spouse of such employee) for only the types of expenses prescribed in Part J, of this Chapter for per diem allowances, transportation expenses, or other miscellaneous travel expenses.

C. Partial Payment of an Expense. If an accepted payment covers only a portion of an incurred expense (e.g., $50.00 per night for lodging in a locality with an $85.00 per night maximum lodging allowance), the DoD component shall reimburse the employee (and/or accompanying spouse) the amount prescribed in Part L of the Chapter. (See par. C4902-E regarding reduced per diem rate situations.)

C4907 LIMITATIONS AND PENALTIES

A. General. This Part is the only authority under which a DoD component may accept payment from a non-Federal source, or authorize an employee to accept such payment on behalf of the DoD component, associated with attendance of an employee (and an accompanying spouse of such employee) at a function. The DoD component may not accept under DoD gift statutes, or other similar authority, payment for travel, subsistence, and related expenses incurred by an employee or accompanying spouse to attend a function. However, nothing in this Part authorizes or prohibits the DoD component or employee from accepting payment when:

1. authorized by 5 U.S.C. §4111 or §7342;

2. payment is for travel performed for a partisan rather than official purpose in the case of an employee who is exempt from the Hatch Act under 5 U.S.C. §7324(b);

3. authorized pursuant to a gift statute or similar statutory authority and payment is for attendance at or participation in an event (other than a function) relating to the employee's official duties; or

4. consistent with the applicable standards of ethical conduct regulations concerning personal acceptance of gifts.

B. Penalties. An employee who accepts any payment in violation of this Part:

1. may be required, in addition to any penalty provided by law and applicable regulations, to repay for deposit to the general fund of the Treasury, an amount equal to the amount of the payment so accepted; and

2. shall not be entitled to any payment or reimbursement from the Government for such expenses, when repayment is required by item 1.

C4908 REPORTS

A. DoD Component Reports. Each DoD component shall submit semiannual reports of payments that total more than $250 per function. Negative reports are required.

B. Submission of Reports. Each DoD component shall submit the semiannual report to its ethics official or other designated official for review and forwarding to the Director of the Office of Government Ethics (OGE). The report shall reflect when payment is received rather than when travel is performed, and shall be submitted:

1. no later than 31 May of each year for payments received during the preceding October through March; and

2. no later than 30 November of each year for payments received in during the preceding April through September.

C. Information Required. Except as provided in subpar. G, the report shall specify in the following order:

1. the name of the DoD component;

2. each function for which the DoD component accepted payment under this Part of more than $250 for an employee and spouse individually or together, including the function's:

a. sponsor(s);

b. location;

c. date(s); and

d. nature;

3. each employee's name for whom payment was accepted, and the employee's:

a. Government position; and

b. travel date(s) for function attendance;

4. the accompanying spouse's name for whom payment was accepted, and:

a. the name of the employee;

b. the employee's Government position; and

c. the spouse's travel date(s) for function attendance;

5. the identity of any non-Federal source from which payment was accepted for the function;

6. an itemization of the benefits accepted by the DoD component for function, and for each:

a. a description of the benefit (benefits accepted as a part of a conference or training fee need not be reported separately);

b. the method of payment (payment in-kind or by check or similar instrument);

c. the individual for whom payment was accepted (employee or spouse);

d. the non-Federal source that provided the benefit; and

e. the payment amount; and

7. the total value of the payments accepted for the employee and/or spouse for the function, itemized as follows:

a. the total amount of payments provided by check or similar instrument; and

b. the total value of payments provided in kind.

D. Valuation of Payments-In-Kind. In the case of conference, training, or similar fees waived or paid by the non-Federal source, report the amount charged other participants. In the case of transportation or lodging, report the cost to the non-Federal source, or indicate the rate that would have been charged a similar non-Federal source for a similar benefit at the time provided. In the case of meals or other benefits, report the cost to the non-Federal source or provide a reasonable estimate of the market value.

E. Valuation of Noncommercial Benefits Furnished By a Non-Federal Source

1. Transportation. For transportation on a chartered, corporate or other private aircraft, report the first-class rate that would have been charged by an air common carrier at the time the transportation was provided. If common carrier transportation was unavailable between the two locations, report the cost of chartering a similar aircraft using a commercially available service.

2. Lodging. In the case of lodging for which no commercial rate is available, report the maximum lodging rate prescribed in Appendix B or D, as applicable.

F. Public Availability of Reports. Except as provided in subpar. G, the Director of OGE makes these reports available to the public.

G. Exemption. To the extent that information is protected from disclosure by statute, a DoD component shall withhold information otherwise required to be reported. All other information shall be reported. Protected information shall be made available for review by properly cleared OGE personnel.

H. Employee Reports. Benefits received by an employee and/or accompanying spouse on behalf of the DoD component under this Part need not be reported as gifts on confidential or public financial disclosure reports the employee must file pursuant to law or OGE regulations.

PART R: RESERVED

PART S: CONFERENCES

C4950 CONFERENCE PLANNING (FTR PART 301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

*1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),

c. meeting room and audiovisual costs,

d. registration fees,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

b. performing cost comparisons of the size, scope, and location,

c. determining if a Government facility is available at a lesser rate,

d. considering conference alternatives, e.g., teleconferencing,

e. maintaining written documentation of the alternatives considered and the selection rationale used, and

f. minimizing cost by exercising strict fiscal responsibility in determining the best site.

2. minimize the conference administrative costs,

3. minimize the attendees' travel costs,

4. minimize the attendees' time costs,

5. use Government-owned or Government provided facilities as much as possible,

6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and

7. develop and establish internal policies that ensure these standards are met.

***NOTE*: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.**

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,

2. rent of rooms for official business,

3. usage of audiovisual and other equipment,

4. computer and telephone access fees,

5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when a majority of the conference attendees (at least 51%) are in a travel status, refreshments may be provided for all attendees (including local attendees),

6. printing,

7. registration fees,

8. ground transportation, and

9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,

2. overall convenience,

3. fees,

4. meeting space availability,

5. equipment availability, e.g., audiovisual, fax,

6. commuting or travel distance of most attendees, and

7. other conference expenses.

H. Conference Site Selection

1. Documentation. DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is $100, then facilities with lodging rates up to $125 may be considered when selecting the conference location.

3. Conducted in the District of Columbia. The following special rules apply when the conference site is in the District of Columbia:

a. Lodging facilities may not be directly procured in the District of Columbia without specific authorization and appropriation from Congress (40 U.S.C. §34), and

b. any short-term conference meeting space obtained in the District of Columbia must be procured under 41 CFR 101-17.101-4.

NOTE: The rules in a and b do not prohibit payment of per diem to a traveler authorized to obtain lodging in the District of Columbia while performing official business travel.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.

2. Sponsoring or funding a conference by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.

3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in subpar. F, item 3, and

2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and

2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,

2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and

3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.

2. Non-Government Sponsored Conference. The order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JTR, Chapter, 4, Part M, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.

2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

C4955 CONFERENCE ATTENDANCE

A. General. Employees may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees' work responsibilities.

B. Authority. Title 5 U.S.C. §4110 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959)).

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;

2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;

3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and

4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars.C4955-D2 through C4955-D4.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).

3. Purpose. Employees may attend conferences at Government expense to:

a. further the programs of their DoD components;

b. present scientific and technical papers which further the development of the U.S. resources; and

c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in ***http://www.dtic.mil/perdiem/*** is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. does not involve travel,

b. does not involve per diem, and

c. for which a travel order is not issued,

*3. Limitation on Reimbursement for Meal Costs When Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

*4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

*CHAPTER 5

RESERVED

See DoDFMR, Volume 9 *(http://www.dtic.mil/comptroller/fmr/)* for information on submitting reimbursement claims.

CHAPTER 6
TRAVEL UNDER SPECIAL CIRCUMSTANCES

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CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

*PART A: SEE APPENDIX E

*PART B: DEATH CASES ALLOWABLE EXPENSES (FTR Chapter 303 Part 303-70)

C6050 GENERAL

A DoD component must provide assistance in arranging, and must pay expenses, for:

1. the preparation and transportation of the remains of an employee who dies while (a) traveling on official business or on a TDY assignment anywhere in the world, (b) assigned to an OCONUS PDS or traveling to or from that PDS, (c) absent from duty as indicted in par. C6053, or (d) reassigned away from the actual residence under a mandatory mobility agreement executed as a condition of employment;

*2. the preparation on a reimbursable basis (see par. C6055) and transportation of the remains of a dependent who dies while residing (a) at an employee's OCONUS PDS or while traveling to or from that PDS, or (b) away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and

3. transportation of the deceased employee's and surviving dependents' baggage, HHG, and POV while (a) assigned to an OCONUS PDS, or (b) assigned away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

This Part applies whether or not: (1) an employee's death is work related, and (2) the employee is serving under a transportation agreement, including locally hired employees at an OCONUS PDS.

C6051 RESPONSIBILITY

A commander, or designee, upon being informed of an employee's death covered by this Part, must immediately:

1. inform the decedent's next of kin or legal representative of the entitlements under this Part;

2. render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs during travel status, TDY assignment, or at an OCONUS PDS (or CONUS in the case of an employee residing away from the HOR pursuant to a mandatory mobility agreement executed as a condition of employment); and

3. provide necessary assistance for the return of the decedent's dependents' baggage, HHG and POV to the actual residence when the decedent's PDS was OCONUS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement).

Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO THE PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 U.S.C. §8134. For further information contact the Department of Labor, Federal Employees' Compensation Division, 200 Constitution Avenue, NW, Washington, DC 20210-0002.

C6053 DEATH DURING AN ABSENCE FROM DUTY

Death related expenses must be paid for an employee who dies while on leave or on a nonworkday while on TDY or assigned at an OCONUS PDS. Payment cannot exceed the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

C6054 PREPARATION OF EMPLOYEE REMAINS

The DoD component must pay all actual costs including:

A. Preparation of Remains

1. Embalming or cremation;
2. Necessary clothing;
3. Casket or container suitable for shipment to burial place;
4. Expenses necessary to comply with local laws at the port of entry in the U.S.; and
5. Similar expenses.

B. Transportation of Remains. Transportation of remains by common carrier (that is ordinarily used for transportation of remains), hearse, or other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including

1. Movement from place of death to a mortuary and/or cemetery;
2. Shipping permits;
3. Outside case for shipment and sealing of the case if necessary;
4. Removal to and from the common carrier;
5. Ferry fares, bridge tolls; and
6. Similar expenses.

NOTE: Costs for an outside case are not authorized when transportation is by hearse. Cost for transportation by hearse or other means cannot exceed the cost of common carrier (that is ordinarily used for transportation of remains). Transportation costs to burial place cannot exceed the actual cost of transportation to the actual residence.

C6055 PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD component concerned must furnish mortuary services and supplies on a reimbursable basis when:

1. local commercial mortuary facilities and supplies are not available; or
2. in the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph are collected and credited to current appropriations available for the payment of these costs.

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The cost of transportation may not exceed the cost to the actual residence or PDS, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

C6058 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG

A. While Performing Duties OCONUS

1. General. The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedents) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. However, the Government's cost shall not exceed the cost of transportation to the decedent's actual residence.

2. Time Limitation. Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the one-year limit.

3. Transportation of Dependents and HHG. Except for the limitation imposed in subpar. 2, dependents and HHG transportation under this Part is provided to the same extent as in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from OCONUS duty.

B. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for dependents or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

C6059 BAGGAGE TRANSPORTATION

The DoD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. Expenses for baggage transportation by a POC, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

C6060 POV TRANSPORTATION

POV transportation may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return POV transportation expenses if the employee was authorized to use the POV as being advantageous to the Government while on the TDY assignment (66 Comp. Gen. 677 (1987)).

C6061 PER DIEM TERMINATION

Authorized per diem allowance terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned entitlement is subject to collection.

***C6062 ESCORT(S) FOR EMPLOYEE REMAINS**

A. Authorization. Escort(s) for employee remains may be authorized when an employee's death occurs while:

1. in a travel status away from the U.S. PDS,

2. performing official duties OCONUS, or

3. in transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee remains may be authorized from/to:

1. the actual residence/PDS of the deceased; or

2. any other place appropriate for burial as determined by the order-issuing/authenticating official.

D. Travel Orders for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, TDY orders must be issued for travel and transportation at Government expense.

2. Other Than Government Employee. If an authorized escort is not a Government employee, an ITO should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

E. Arranging Transportation

1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2207.

2. Other Than Government Employee. If an authorized escort is not a Government employee:

a. the order-issuing/authenticating official should provide transportation through a contract CTO, or

b. ***economy class*** transportation may be arranged directly with the common carrier if transportation is not provided by the order-issuing/authenticating official through the contract CTO.

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

C6063 RELOCATION EXPENSES

A DoD component must continue payment of relocation expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS orders. The DoD component also must continue payment of relocation expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is

included on the employee's orders. When the immediate family chooses to continue the relocation, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new PDS;

3. TQSE not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;

4. Shipment of HHG to the new or old PDS or to an alternate destination selected by the immediate family. However the cost may not exceed the constructive cost of transportation between the old and new PDSs;

5. Storage of HHG not to exceed 90 days;

6. Reimbursement of real estate expenses incident to the relocation;

7. Shipment of POV to the new or old PDS, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new PDSs.

Effective 1 December 2000:
***C6064 PAYMENT**

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made on the appropriate voucher forms.

C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C6066 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the remains of the employee to the place authorized in par. C6056;

2. Presentation of a flag of the United States to the next of kin of the employee;

3. Presentation of a flag of equal size to the flag presented under item 2 to the parents(s) of the employee, if the person to be presented a flag under item 2 is other than the parent of the employee.

PART C: TRANSPORTATION, MISSING PERSONS CASES

*C6100 GENERAL

Transportation at Government expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 days or more, interned in a foreign country, or captured by a hostile force, provided the employee:

1. is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence in the U.S.,

2. is not part-time or intermittently employed or in a category of native labor casually hired on a hourly or per diem basis,

3. has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 U.S.C. §5564).

C6101 CONDITIONS

A. Dependent Defined. For the purpose of this paragraph, the term dependent includes a lawful spouse and unmarried child under 21 years of age. It includes also a dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or an individual determined to be dependent by the Department head or designated representative.

B. HHG and Personal Effects Transportation. HHG and personal effects, within the allowable weight limits in Chapter 8, may be transported. In addition, one POV may be shipped if such vehicle is located OCONUS.

C. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the Department head.

D. Employee in an Injured Status. When an employee is in an "injured" status, the movement of dependents and HHG and personal effects may be authorized only if the anticipated hospitalization or treatment period is expected to be of long duration.

C6102 RESPONSIBILITY

The commander of an activity having jurisdiction over the employee concerned is responsible for taking necessary action, including making administrative determinations, obtaining approvals required in applicable departmental regulations, and issuing travel orders.

PART D: CIVILIAN ESCORTS AND ATTENDANTS

*C6150 ESCORTS FOR MILITARY DEPENDENTS

Civilian employees who perform authorized travel under competent orders as escorts for dependents of Uniformed Service members, who are authorized transportation under JFTR, pars. U5240-C, U5241-D, U5242, U6004, and U6053 are entitled to round-trip travel and transportation allowances. .Orders authorizing escorts to perform necessary travel per JFTR, par. U7551 must cite this paragraph as authority. Employees must be under TDY travel orders. The transportation mode and routing must be in accordance with Chapter 2. Other civilians must be issued ITOs.

C6151 ATTENDANTS FOR MILITARY DEPENDENTS

Civilian employees who perform authorized travel under competent orders as attendants for dependents of Uniformed Services members (authorized transportation to or from a medical facility under JFTR, pars. U5240-G or U7951) are entitled to round trip travel and transportation allowances. Employees must be under TDY orders. The transportation mode and routing must be in accordance with Chapter 2. Orders authorizing attendants to perform necessary travel per JFTR, pars. U5240-G5 and U7951 must cite this paragraph as authority. Other civilians must be issued ITOs and are entitled to the same travel and transportation allowances as DoD civilian employees (JFTR, par. U7554). The travel and transportation allowances authorized by this paragraph may be paid in advance.

C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

DoD civilian employees may be authorized TDY travel as attendants for Uniformed Services members who are on the TDRL and who are also required to submit to periodic physical examinations (see JFTR, par. U7251-A). DoD civilian employees traveling as attendants are entitled to round trip travel/transportation allowances. The transportation mode/travel routing are in accordance with Chapter 2. The travel-directing organization funds the DoD employees' travel. Non-DoD Government employees who are assigned as attendants under TDY orders are entitled to the allowances prescribed in regulations issued by the employee's agency/department. Other civilians travel under ITOs and are entitled to the same travel/transportation allowances as DoD civilian employees (see JFTR, par. U7251-D4).

C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)

A. DoD Civilian Employees. DoD civilian employees who perform authorized travel under TDY orders as attendants for active duty Uniformed Service members (patients) who are not physically capable of traveling without attendants (see JFTR, par. U7252-A) are entitled to round trip travel and transportation allowances (see JFTR, par. U7252-B1).

B. Non-DoD Government Employees. Non-DoD Government employees assigned TDY as attendants are entitled to the allowances in the employee's agency or department regulations.

C. All Other Civilians. Other civilians travel under ITOs and are entitled to the same travel and transportation allowances as DoD civilian employees (see JFTR, par. U7252-B4).

PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

C6200 APPLICABILITY

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B)

C6201 AUTHORIZATION OF TRAVEL

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under subpar. B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES

A. DoD Component Responsibilities

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.

3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized Relocation Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray relocation expenses that are not allowable for a new appointee under par. C4051-E. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. 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. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C6203 ALLOWABLE REIMBURSEMENTS

A. Allowable Expenses

1. Limitation on Expenses. A DoD component may pay to or on behalf of an interviewee the same travel expenses to which a DoD employee traveling on official business would be entitled, with the exception of those expenses listed in subpar. B. Allowable expenses are subject to the limitations applicable to a DoD employee traveling on official business.

2. All or Part of Expenses. A DoD component may pay all or part of pre-employment travel expenses. However, a DoD component electing to pay only subsistence or only common carrier transportation costs must pay the full amount to which a DoD employee would be entitled for those expenses authorized. Paying less than the full reimbursement for common carrier tickets could make the interviewee ineligible for Government discounts.

B. Unallowable Expenses. A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and

2. hire of a room as defined in par. C4709-A, item 12.

C6204 FUNDS SOURCES

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, Other Than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Unallowable Sources

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. An interviewee shall not be issued a travel advance.

3. Travelers Checks. Government contractor issued travelers checks may not be used for pre-employment interview travel.

C6205 REIMBURSEMENT CLAIMS

A. Fraudulent Claims. A claim against the Government is forfeited if the claimant attempts to defraud the Government (28 U.S.C. §2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the Government (18 U.S.C. §287 and §1001).

B. Receipts and Records Maintenance. All interviewees authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the reimbursement method, it is prudent for interviewees to retain all receipts until reimbursement claims are settled. The DoD component should alert the interviewee to such requirements.

Effective 1 December 2000:
*C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. Interviewees are responsible for preparing and submitting travel vouchers. DoD components should assist in the process.

2. Administrative Procedures. DoD components must prescribe the administrative procedures, consistent with those in DoDFMR, Volume 9, for interviewees to follow in submitting travel vouchers.

PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT

***C6250 GENERAL**

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

B. Employee Status. An administrative determination must be made in accordance with civilian personnel policy to determine if the employee is in a duty or leave status. ***If the employee is in a duty status, a TDY travel order must be issued.***

C. Travel Order. The travel order must indicate that:

1. Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;

2. Travel is at the employee's request and no accounting information is placed on the travel authorization, and

3. The employee may choose not to perform the travel without penalty.

PART G: REPATRIATION TRANSPORTATION

*C6300 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL

A. Conditions Under Which Furnished. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at Government expense through violation of an agreement, may be authorized Government transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at Government expense,

2. The employee's actual residence is in the U.S.,

3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at Government expense and the destination is in the U.S.,

4. 90 or less days have elapsed since transportation eligibility loss,

5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,

6. Government transportation facilities (AMC or MSC) are available to the U.S., and

7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the Government's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The cost of this transportation is the International Rate Book Tariff rate for travel by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

C6301 FOR ARMY CIVILIAN MARINE PERSONNEL

A. Coverage. This paragraph applies to the repatriation of U.S. citizen civilian marine personnel of the Department of the Army who have been left ashore in an outport in the course of their employment with no advance arrangements for their return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. These provisions do not apply to local marine personnel in OCONUS areas employed under labor contracts or civilian marine personnel paid under native wage scales. The OCONUS command concerned repatriates such employees under local law and local prevailing maritime practice.

B. Classes I and II Repatriates

1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in subpars. 2 and 3.

2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes employees left ashore as a result of a sudden, unannounced change in the ship's schedule, employees hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and employees put ashore as a result of shipwreck.

3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employees own negligence, misconduct, or desire to leave employment. This includes employees hospitalized as a result of misconduct disability, employees who have deserted the ship, and employees detained by police authorities.

C. Assistance Furnished

1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under subpars. 2 and 3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.

*2. Class I Repatriate. If a Government civil service manned vessel is not available for the transportation of a class I repatriate, travel orders may be issued providing travel and transportation.

3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. As a workaway does not fill a vacancy on a manning scale, the class II repatriate receives no wages. The class II repatriate is required; however, to perform duties assigned consistent with the repatriate's physical condition. Ordinarily, workaways are assigned day work in the department of their rating and are subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished workaways are at no cost to the Government even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, Government funds may not be used for travel and transportation unless the individual is destitute. In such cases, all Government funds spent shall be recovered through appropriate collection procedures, including deductions from compensation due.

PART H: AUXILIARY CHAPLAINS

C6350 GENERAL

Auxiliary chaplains, employed for intermittent duty to provide religious services or emergency ministrations outside the immediate areas in which they reside, may be authorized travel and transportation allowances while away from their residence. The same conditions and limitations relating to transportation modes, routing, allowances, and reimbursable expense for employees on TDY assignments apply.

PART I: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

C6400 GENERAL

Heads of DoD components may approve certain travel and transportation expenses for threatened individuals (as provided in par. C6401) whose lives are in jeopardy as a result of the employees' assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the PDS.

C6401 ELIGIBLE INDIVIDUALS

Employees (as defined in Appendix A) who serve in law enforcement, investigative, or similar capacities and members of their immediate families (as defined in Appendix A) are eligible for the allowances under this Part when, because of the employees' assigned duties, they find themselves in life-threatening situations. When warranted by the circumstances of a particular situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, DoD components must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this part "employee" also includes Federal employees and other persons cross-designated as employees for specific investigational purposes. Members of such employees' immediate families also are eligible. The employing DoD component must be the DoD component to whom the employee was assigned at the time of the threat.

C6402 POLICY

The authority in par. C6400 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 30 - 60 days or less, and the only feasible alternative is to transfer the employee to a new PDS. Heads of DoD components must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

C6403 DELEGATION OF AUTHORITY

The heads of DoD components may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving eligible individuals from their homes.

C6404 PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS

When a situation occurs that appears to be life-threatening, the head of the DoD component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from their homes. The head of the DoD component must immediately inform the Criminal Division of the Department of Justice (DOJ), in accordance with DOJ regulations, of the threat. The names of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DoD component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DoD component of the seriousness of the threat and recommend a course of action. The head of the DoD component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DoD component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

C6405 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DoD component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be

allowed for 30 to 60 days or less. The DoD component may, however, approve extensions of the time as provided in par. C6404. If the threatened individuals were directed to move into temporary accommodations during DOJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DoD component decides to return the individuals to their home environment. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DoD component should permanently relocate the employee if relocation would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DoD component designates the appropriate location(s).

C6406 ALLOWABLE SUBSISTENCE PAYMENTS

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the responsibility of the employee. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

C. Allowable Meal Expenses. Under the criteria in subpar. A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable. When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

D. Maximum Allowable Amount

1. Computation Method. The head of the DoD component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under subpar. 2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized under subpar. E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under subpar. 2 below.

2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in subpars. a through e. If subsistence payments are authorized only for lodging costs, the daily limitations shall be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DoD component. This amount shall not exceed the applicable maximum per diem rate in Appendix B or D for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation shall not exceed three-fourths of the employee's daily limitation established in subpar. a.

c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation shall not exceed three-fourths of the daily limitation established in subpar. A.

d. For Each Family Member Under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation shall not exceed one-half of the daily limitation established in subpar. A.

e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DoD component may establish an appropriate daily limitation within the limitation in subpar. A.

*E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the head of the DoD component that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses (see subpar. A). ***(See par. C1310 for receipt requirements.) NOTE: Travelers are advised to retain ALL receipts for tax or other purposes.***

C6407 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED POST OF DUTY

The head of the DoD component may approve the payment of transportation expenses when a situation described in par. C6400 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location shall be in accordance with the governing provisions of Chapter 2 unless the head of the DoD component specifically approves a deviation from the rules for security reasons (see par. C2252 regarding use of cash to procure transportation services in emergency circumstances). The documentation provisions in par. C6408 govern in such instances.

C6408 AUTHORIZATIONS AND CLAIMS PAYMENT

Heads of DoD components must establish specific administrative procedures for issuing authorizations and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of the individuals involved, the head of the DoD component may waive all but absolutely essential documentation requirements.

C6409 FUNDS ADVANCES

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the head of the DoD component in accordance with the provisions of Chapter 1, Part C. Advances are for no more than a 30-day period at a time. The advance amount shall not exceed an amount based on the daily limitations established under par. C6406-D2.

PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION ANYWHERE IN THE WORLD (FTR §301-30)

C6450 GENERAL

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. (See par. C6600 for Health Care Travel and Transportation Allowances for Employees assigned at PDS outside the U.S.)

C6451 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

DoD components may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the mission of the component. Heads of DoD components may delegate their authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

C6453 DEFINITIONS

As used in this Part, the definitions in subpars. A through G apply.

A. Official Station/PDS. The term "official station/PDS", in addition to the Appendix A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 U.S.C. §5703.

B. Alternate Location. An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. Family means those dependents defined in Appendix A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in Appendix A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, DoD components must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire,

flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C6454 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C6453-C), transportation expenses and per diem may be allowed to the extent provided below.

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, shall be allowed a per diem allowance under Chapter 4, Part L, as appropriate. The per diem shall not exceed the maximum rates in Appendix B or D for the location where the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily not to exceed 14 calendar days (including fractional days) for any one absence. However, a longer period may be authorized/approved by the DoD component if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem shall not be allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from Other Federal Sources. If, while in a travel status under circumstances described in subpar. A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 U.S.C. §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DoD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in subpar. A. If, when the employee's health has been restored, the DoD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. 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 (B-169917, July 13, 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in subpar. 2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under subpar. 1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

C6455 PERSONAL EMERGENCY SITUATION

A. Return to Official Station or Home. When an employee discontinues a TDY assignment before its completion because of a personal emergency situation as defined in par. C6453-E, expenses of appropriate transportation and per diem while en route may be allowed. The approval of an appropriate official, for return travel from the interruption point to the PDS, is required. If, when the personal emergency situation has been resolved, the DoD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment.

B. Travel to an Alternate Location and Return to the TDY Assignment. When an employee, with the approval of an appropriate official, interrupts a TDY assignment because of a personal emergency situation as defined in par. C6453-E, and takes leave for travel to an alternate location where the personal emergency exists, and returns to the TDY assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in par. C6454-C for incapacitating illness or injury of the employee.

C6456 TRANSPORTATION PROCUREMENT

*A. Discount Fare Use. The discount fares offered by contract air carriers in certain city pairs, as well as other reduced fares available to Federal travelers on official business, should be used to the extent possible for travel authorized/approved under this Part. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

B. Return to Official Station. When the employee is authorized emergency return travel, from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by the DoD component or the employee. The unused return portion of round-trip transportation tickets procured by the agency for the travel assignment must be used if appropriate for the transportation mode required for the emergency travel. If not used, the agency and the employee must ensure that all unused tickets are properly accounted for.

C. Travel to Alternate Location. A DoD component may require employees to use personal funds for emergency travel to an alternate location and return to the TDY assignment. A Government travel charge card also may be used for this purpose. However, if the employee does not have sufficient personal funds available and does not have a Government travel charge card, the DoD component may procure (or provide an advance of funds for the employee to procure) appropriate transportation. The employee must reimburse the Government for any transportation cost or travel advance that is above the amount of allowable reimbursement that may be authorized/approved under this Part.

PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

C6500 GENERAL

This Part applies to travel of DoD employees accompanying Members of Congress and/or congressional employee(s) under the authority in 31 U.S.C. §1108(g). A DoD employee accompanying a Member of Congress or a congressional employee(s) on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee that the DoD employee is accompanying, and

2. per diem or actual expenses in an amount that does not exceed the rate set for the Member of Congress or congressional employee that the DoD employee is accompanying;

provided the DoD employee's travel is in support of congressional travel directed/approved by the Secretary concerned.

C6501 DEFINITIONS OF TERMS

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. The term "Secretary concerned" for the purpose of this Part includes the Secretary of Defense with respect to civilian employees of the DoD other than a military department.

C6502 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 U.S.C. §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)

C6550 POLICY, APPLICABILITY, AND GENERAL RULES

A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq., and 5 U.S.C. §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.

B. Applicability. This Part applies to an employee with a disability as defined in par. C6551.

C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

C6551 DEFINITIONS

For purposes of this Part, the terms in subpars. A through G have the meanings indicated.

A. Employee With a Disability. The term "employee with a disability" means an employee who has a disability as defined in subpar. B, and otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq.

B. Disability. The term "disability," with respect to an employee, means:

1. having a physical or mental impairment that substantially limits one or more major life activities;

2. having a record of such an impairment; or

3. being regarded as having such an impairment.

C. Physical or Mental Impairment. The term "physical or mental impairment" means:

1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

2. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

3. has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

C6552 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;

2. specialized transportation for the employee to, from, and/or at the TDY location;

3. specialized services provided by a commercial carrier necessary to accommodate the employee's disability;

4. costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;

5. renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

6. premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be substantiated in writing by competent medical authority and authorized under par. C2200).

C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES

Title 5 U.S.C. §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to TDY.

***C6554 REIMBURSEMENT FOR THE COST OF SHIPPING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN DUTY STATIONS IN CONUS (64 Comp. Gen. 30 (1984), B-215616, October 30, 1984)**

Reimbursement may be authorized/approved for the cost of shipping a specially equipped automobile by an “employee with a disability” (as defined in par. C6551) between PDSs within CONUS incident to a PCS provided a determination is made through the Secretarial Process that reimbursement:

1. is cost beneficial,

2. constitutes a reasonable accommodation to the employee, and

3. does not impose undue hardship on the operation of the DoD component’s personnel relocation program.

NOTE*: *Also see par. C11009 for additional authority to ship a POV wholly within CONUS incident to a PCS.

PART M: TRAVEL FOR HEALTH CARE

C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT PDS OUTSIDE THE U.S.

A. Entitlement. When a determination is made through the Secretarial Process that local medical facilities (military or civilian) at a location outside the U.S. (see definition in Appendix A) are not able to accommodate the needs of an employee or dependent, transportation to a designated location may be authorized for appropriate medical/dental care. When authorized, eligible individuals assigned at a PDS outside the U.S. are entitled to travel and transportation allowances for travel to and from a designated point incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part. (See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.)

B. Eligibility. Eligible individuals are those employees, dependents, attendants, and accompanying family members who meet the following criteria.

1. Employees. Employees must be permanently assigned outside the U.S. (These employees are eligible while performing PCS travel outside the U.S.)

2. Dependents. Dependents must reside with the employee at a PDS outside the U.S. or be performing PCS travel outside the U.S. Dependents who board at school outside the U.S. and otherwise reside with the employee at the PDS outside the U.S. qualify. Infants born during their mothers' health care travel qualify.

3. Attendants

a. Conditions. The order-issuing official may authorize/approve the services of individuals to accompany employees or dependents during health care travel. Before authorizing/approving attendant travel, the order-issuing official must determine, on the advice of a professional certifying physician, that the patient is too ill or too young to travel unattended. Nonconcurrent attendant travel may be authorized/approved 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.

b. Qualifications. Patient family members who are employees or dependents, as well as other persons (including professional health care providers), may be attendants.

4. Accompanying Family Members. The order-issuing official may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

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

b. no suitable care arrangements can be made at the PDS, and

c. the travel is in the Government’s best interest.

C. Required Health Care. Required health care is medical and dental care that the order-issuing official determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent located outside the U.S. where there is no adequate facility to provide suitable care.

1. Included

a. Medical Care. Medical care that qualifies is treatment that must be undertaken before the next renewal or EML travel and which, if delayed, can reasonably be expected to result in a worsening of the condition. Included are specialized examinations, special inoculations, obstetrical care, and hospitalization.

b. Dental Care. Emergency and required dental care qualify and are defined as follows:

1. Emergency dental care is treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

2. Required dental care is treatment that must be undertaken before the next renewal agreement or EML travel and which, if delayed, can reasonably be expected to result in a need for emergency dental care. Orthodontic care is not emergency dental care but qualifies as required dental care when necessary for proper occlusion. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded. Examples of treatments that are not required health care are:

a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.

b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the order-issuing official determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations. Individuals performing health care travel in any capacity are subject to the provisions of this regulation, except members of the uniformed services serving as attendants as part of their official duties. The travel of those members is governed by the JFTR.

B. Orders. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize health care travel. Family member attendants (except those whose travel is part of their official duties as employees or members of the uniformed services) and accompanying family members should be included in the patient's travel order. Other attendants, who are not employees or uniformed service members serving as attendants as part of their official duties, should be issued ITOs.

*C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the order-issuing official may authorize/approve travel to a location elected by the patient other than the designated point for the required health care, the employee who is the patient, or whose dependent is the patient, must agree in writing to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost. See sample excess cost agreement in par. C6606.

E. Attendant Compensation Agreements. If necessary, the order-issuing official may authorize the PDS contracting officer to enter into a contract with other person (i.e., non-family member) attendants, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

C6602 TRANSPORTATION

*A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the authorizing/order-issuing official, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: ***https://business.transcom.mil/gpmrc/***. The authorizing/order-issuing official, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside the U.S. to the designated point and return to the PDS.

1. Travel to Other Locations. The order-issuing authority may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the U.S. In such cases, transportation at Government expense is authorized to the nearest CONUS port of entry. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.

3. Dental Patients. A patient is entitled to health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the authorizing/order-issuing official may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

a. travel to and from the designated point or elective destination,

b. necessary delays before treatment and while awaiting return travel, and

c. necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructive travel time to and from the designated point.

3. Hospital Stays. Per diem shall not be authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the order-issuing official specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

a. 3 days for emergency dental care, and

b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations when because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The order-issuing official may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are entitled to per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for periods of travel, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The order-issuing official may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or

2. minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The order-issuing official may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

An employee may be eligible for separate maintenance allowance (SMA) if it can be assumed or established that an eligible dependent, while undergoing treatment away from the PDS, may be delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the U.S. is detained for medical clearance under section 262.3a, Department of State Standardized Regulations). SMA must not be paid on behalf of a dependent for any period during which that dependent is hospitalized at Government expense, or for the same period as per diem is paid.

C6606 SAMPLE EXCESS COST AGREEMENT

Following is a sample excess cost agreement required in par. C6601-D.

DoD Component Letterhead

(Date)

Subject: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Name of Employee or Dependent:_____

has been determined to be: _____
(Designated Point)

I agree to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost.

_____ Date_____
(Employee's Signature)

CHAPTER 7
DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

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CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

C7000 ENTITLEMENT

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's entitlement and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no entitlement to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under 21 years of age; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, March 28, 1969 and B-166208, April 1, 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see par. C4107. Dependent transportation allowances may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Allowable. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to employees. Those expenses listed in pars. C4709-A and C4709-C may be reimbursed.

E. Travel Orders. The travel order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Emloyee

a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost shall not exceed the travel costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government quarters at time of transfer to the OCONUS PDS and is required to vacate quarters before dependent travel to an OCONUS PDS is authorized. In this case, if travel to the OCONUS PDS is authorized subsequently, the cost of the two movements is limited as stated in this paragraph.

b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.

b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.

4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances shall not exceed the cost by usual mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order shall not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation cost not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations for employees in Chapter 2. The expenses listed in pars. C4709-A and C4709-C may be reimbursed.

F. Travel Orders. Authorization for dependents' travel must be included in the travel order issued for the employee, or may be included when orders are amended or supplemental orders are issued in accordance with par. C7002-C.

G. Time Limit

*1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command shall notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, shall not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area

3. Transfers Without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not entitled to return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructive cost of the unused allowance shall not be authorized. If an employee's dependent becomes 21 years old while the employee is assigned OCONUS, the employee is entitled to return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the

authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S. .

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability shall not exceed the travel cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination shall not exceed the constructive cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee. Early return travel may be authorized when:

a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or

b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).

2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.

3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.

4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.

E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 2.

F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.

G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C4709-A and C4709-C.

H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.

I. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C4202-B.

C7004 RENEWAL AGREEMENT TRAVEL

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

*B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or

2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on renewal agreement travel but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

C7005 STUDENT DEPENDENT TRAVEL FOR PURPOSE OF ATTENDING SCHOOL

A. Authority and eligibility requirements for travel and educational allowances of student dependents in foreign areas for the purpose of attending school are in the DSSR. Administration of student travel is in accordance with State Department and DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.

C7006 DEPENDENT PER DIEM RATES

A. Travel En Route Between Employee's Old and New Duty Station

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies. If the travel origin and/or destination is other than the old/new PDS, the per diem shall not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2; C7006-A3; and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is 12 years of age or older, the maximum per diem rate allowable is three-fourths of the employees' per diem rate; and for each dependent under 12 years of age, one-half of the employee's per diem rate. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-Offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for:

1. dependents of a new appointee assigned to a first PDS;

2. dependents of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);

3. dependents of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. dependents authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-Trip Travel to Seek Permanent Residence. When the spouse of an employee travels independently pursuant to par. C4107, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under par. C4107, the per diem rate for the spouse is three-fourths of the employee's under par. C4553.

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12.

E. Student Dependent Travel to Attend School. When student dependents in foreign areas travel to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL IS INVOLVED

In cases of renewal agreement travel when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the renewal agreement travel) must be computed on the basis of the constructive travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS with onward travel to a new PDS in Hawaii. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructive travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructive travel time from the old PDS to the new PDS. The son is eligibile for per diem and mileage while en route.

C7009 HANDICAPPED STUDENT TRANSPORTATION FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have handicaps, or may be considered as having handicaps, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardian be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardian.

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HHG TRANSPORTATION

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CHAPTER 8

HHG TRANSPORTATION

PART A: GENERAL

C8000 ELIGIBILITY

1. An employee or appointee, who is authorized a move at Government expense under Chapter 4, is entitled to HHG transportation.

2. NTS of HHG may be authorized incident to HHG transportation.

3. HHG transportation may be authorized for a PCS before the travel order is issued, but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility.

C8005 PROCEDURAL REQUIREMENTS

The employee, with assistance as required from the activity from which the employee is departing, must make the necessary arrangements through the local transportation officer for HHG shipment.

C8010 HHG SHIPMENT EXPENSES

A. Government Paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:

1. packing, crating, uncrating, and transportation;

2. drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and

3. storage in transit (SIT) NTE 60/90 days, as applicable.

B. Employee Paid Expenses. The following expenses are ***the employee's financial responsibility***:

1. excess weight charges,

2. transportation other than between authorized locations,

3. transportation of articles not allowed,

4. the cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and

5. special services requested by the employee.

C8015 HHG SHIPMENT ORIGIN OR DESTINATION

HHG transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. the shipment originates at the employee's last PDS, actual residence or another point;

2. part of the shipment originates at the last PDS and the remainder at one or more other points;

3. the destination is the new PDS or another point; or

4. the destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE*: *The total amount paid by the Government shall not exceed the cost of transporting the property in one lot by the method selected under Part C, section 1 of this chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS.

C8020 UNACCOMPANIED BAGGAGE

A. General

1. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.

2. Unaccompanied baggage is defined in Appendix A.

3. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

B. Weight Allowance. Except as in par. C8020-D, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent 12 years of age and older, and 175 pounds net weight for each child under 12 years of age (see par. C8105).

C. Transportation. Except as in par. C8020-D, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

D. Air Transportation (Expedited Mode) To, From, or Between OCONUS PDSs

1. General

a. The total amount of unaccompanied baggage transported by air may not exceed 1,000 pounds net weight.

b. Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

c. Unaccompanied baggage may be transported by air from the old PDS to the appropriate port of embarkation to arrive before the departure time of the transportation used for the employee or dependent travel.

*2. Conditions. Unaccompanied baggage may be transported by air when:

a. shipment by the lowest overall cost mode cannot provide the required service,

b. the employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or

c. the authorizing/order-issuing official determines that an expedited shipment is necessary to prevent undue hardship to the employee and/or dependents.

C8025 HHG TRANSPORTATION AND STORAGE DOCUMENTATION

A. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: ***http://www.dtic.mil/comptroller/fmr/***)

B. Documents

1. Travel Order. Travelers should be prepared to attach one or more copies of the travel order to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

2. Documentation

a. The following documentation must be attached to the voucher:

(1) paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(2) paid carrier's original bill of lading/certified copy; ***(NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted.)*** and

(3) an official weight certificate/authenticated weight designation.

b. Constructive weight may be used when:

(1) proper weighing facilities are not available at origin/any point en route/destination, or

(2) the partial load weight cannot be obtained at origin/en route/destination.

C8030 MISROUTED SHIPMENTS

HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

C8035 LOSS OR DAMAGE CLAIMS

Submission procedures for HHG loss or damage claims are provided in Service regulations.

C8040 EXTRAORDINARY OR SUBSTANTIAL VALUE ITEMS

Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme value or sentiment are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments shall be charged against the employee's weight allowance.

C8050 EMPLOYEE MARRIED TO UNIFORMED SERVICE MEMBER

An employee married to a member is entitled to HHG transportation and storage. ***However***, when both spouses are relocated between the same old and new PDS the employee's entitlement is limited to the HHG that are not shipped and/or stored under the member's entitlement (B-202023, December 4, 1981).

PART B: HHG WEIGHT ALLOWANCE

C8100 GENERAL

The worldwide maximum weight of HHG that may be transported (or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances shall the Government pay any expenses associated with excess weight.

C8105 NET WEIGHT DETERMINATION

A. Crated Shipments. The net weight of crated shipments:

1. does not include the crating material weight,

2. is 60% of the gross weight, and

3. may be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. is the weight shown on the bill of lading or weight certificate;

2. includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,

2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or

3. based on constructive weight if the container's gross weight cannot be determined.

D. Constructive Weight. A constructive weight based on 7 pounds per cubic foot ***(See NOTE 2 below.)*** of properly loaded space may be used:

1. when an adequate scale is not available at origin, en route or at destination,

2. for a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

3. when the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C8110 WEIGHT ALLOWANCES WHEN GOVERNMENT FURNISHINGS ARE PROVIDED

A. Policy. When Government furnishings are provided at OCONUS locations, HHG shipment at Government expense to ***or*** from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.

2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.

*3. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

*4. The authorizing/order-issuing official or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;

b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;

c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or

d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped ***into*** a non-foreign OCONUS area, the weight restriction ***does not apply*** to shipments ***from*** that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or shipment to a designated place, is authorized for the remainder of an employee's weight allowance.

C8115 OVERWEIGHT SHIPMENTS

A. Policy

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following shipment completion, as determined by the Service concerned.

2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.

3. When an excess weight status is known prior to shipment, TOs must notify the employee and the authorizing/order-issuing official providing shipment funds.

B. Excess Weight Beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: see AR 55-71, Transportation of Personal Property and Related Services;

2. Navy: see Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DoD) Components: ***(See Appendix A for a list of DoD Components.)*** Director, Department of Defense Human Resources Activity, 4040 Fairfax Dr., Suite 200, Arlington, VA 22203-1613.

C8120 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) SHIPMENT

A. Policy. PBP&E:

1. includes an employee's personally-owned professional or specialized items and other materials used for official duty performance (see Appendix A);

2. does not include sports equipment; office, household, or shop fixtures; or furniture (e.g., bookcases, file cabinets, desks, and racks of any kind); and

3. are HHG.

*If the PBP&E may cause an excess weight condition, PBP&E may be moved under pars. C8120-B and C8120-C.

B. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

1. the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command, at the new PDS;

2. the employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in excess of the maximum weight allowance; and

3. an appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

*C. Administrative Expense. When the employee's PBP&E are authorized for shipment under par. C8120-B:

1. they are transported to the new PDS as an administrative cost not chargeable to appropriations available for travel and transportation expenses,

2. shipment must be by the actual expense method (i.e., the commuted rate method must not be used),

3. the weight and administrative appropriate chargeable must be stated as separate items on the transportation documentation,

4. a constructive weight may be used in unusual instances when it is impractical or impossible to obtain separate wrights (see par. C8105-D), and

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5. they may be returned to a CONUS location as an administrative expense for an employee separating from Government service provided they were transported to the OCONUS location as an administrative expense (41 CFR §302-7.303). See also par. C8505.

*D. Administratively Restricted HHG Weight

1. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C8120-B and C8120-C.

2. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS.

3. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C8120-B and C8120-C.

PART C: HHG SHIPMENT

SECTION 1: METHODS

C8200 GENERAL

A. The official designated by the Service/Defense Agency must authorize/approve the HHG shipment method.

B. Cost comparisons must be completed prior to authorizing a shipment method.

C8205 COMMUTED RATE

A. Applicability. ***The commuted rate system is used only for HHG shipments between CONUS PDSs.***

B. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the ***employee*** makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).

C. Reimbursement Services. The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: ***http://policyworks.gov/transportation***) for carrier services provided, including:

1. transportation,
2. packing,
3. unpacking,
4. crating,
5. drayage, and
6. SIT.

NOTE: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

C8210 ACTUAL EXPENSE

A. Government-Arranged Move. The ***Government*** contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:

1. the transportation authorization,
2. that the HHG are shipped by a Government-arranged move, and
3. that unauthorized charges are the employee's financial responsibility.

B. Employee-Arranged Move. The employee makes arrangements for HHG shipment by any means (other than by shipping the HHG within a mobile home). Reimbursement is limited to ***actual*** expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

*C. Split Shipment. The employee ships some HHG by Government-arranged move and some by employee-arranged move.

NOTE: Employees who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations

require, preference also must be given to VISA (Voluntary Intermodal Sealift Agreement) ship carriers when available.

C8215 LIMITATIONS

1. All HHG shipments for which the Government pays shall:

   a. be only for HHG within the employee's authorized HHG weight allowance;

   b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and

   c. be made on U.S. flag carriers, when reasonably available.

2. HHG may ***not*** be moved at Government expense when:

   a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

   b. the employee violates the agreement under which the HHG originally were transported,

   c. the employee has no entitlement to transportation at Government expense, or

   d. authorized transportation does not begin within the prescribed time limits.

3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructive (cubic foot measurement) HHG shipment weight. When the actual or constructive weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

C8220 COST COMPARISON (FTR § 302-7.301)

A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation. If the estimated cost under one method exceeds the estimated cost under the other method by more than $100, the more economical method must be authorized on the order. An employee's request for a particular method is the determining factor if the costs are within $100 of each other. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges. ***If the cost comparison is not made, and orders do not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).*** The chart below details considerations when determining a shipping method to authorize on an order.

CONSIDERATIONS		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. Authorized packing and accessorial charges are paid by the employee from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy.
Actual Expense	1. The Government may take advantage of special discounts offered.	1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims, and other incidentals. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by carrier.

C8225 MULTIPLE TRANSFERS

When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Transportation Regulation (DTR), DoD 4500.9-R, Part IV.

PART C: HHG SHIPMENT

SECTION 2: BETWEEN CONUS PERMANENT DUTY STATIONS

C8300 GENERAL

CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's cost, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C8305 TIME LIMITATION

CONUS HHG shipment time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C4106.

PART C: HHG SHIPMENT

SECTION 3: TO AND BETWEEN OCONUS PERMANENT DUTY STATIONS

C8400 GENERAL

OCONUS HHG shipment may be authorized between the same points as dependent movement in par. C7002.

C8405 MULTIPLE SHIPMENTS

When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized shipment of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

EXAMPLE: An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG shipment of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for shipment of additional HHG from the actual residence to the new PDS is limited to 14,000 pounds net weight.

C8410 SHIPMENT FROM A WEIGHT-RESTRICTED AREA

If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG shipment may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG shipment does not exceed the authorized weight limit for the new PDS.

C8415 RETURNED HHG SHIPMENT RESHIPPED TO OCONUS PDS

HHG returned to CONUS or the actual residence may not be shipped back to that OCONUS PDS during a continuous period of OCONUS employment unless the return to CONUS or the actual residence is for reasons beyond the employee's control and the shipment back to the OCONUS PDS is authorized/approved by the Headquarters of the DoD Agency concerned. If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

C8420 CONSUMABLE ITEMS SHIPMENT

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable items may be shipped, is entitled to a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.

2. Under no circumstances shall the weight of HHG stored at Government expense plus the weight of HHG (including consumable items) shipped at Government expense exceed the maximum weight allowance of 18,000 pounds net weight.

3. The employee's PCS orders should show the consumable items authorized weight allowance (see Appendix F).

4. Consumable items are transported like HHG.

C8425 TIME LIMITATIONS

HHG shipment time limitation is 2 years from the date the employee reports (i.e., the date the employee actually

reports to work) to the PDS. If OCONUS HHG shipment is delayed, subsequent HHG shipment must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.*** For a HHG shipment that is delayed incident to successive PCS assignments, see par. C4106.

C8430 HHG TRANSPORTATION BETWEEN LOCAL QUARTERS

A. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues written orders to the employee directing a change in residence between any two dwellings. ***This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, April 22, 1959; 52 Comp. Gen. 293 (1972)).***

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

B. Local Transportation Costs

1. Local transportation costs are charged to the installation concerned.

2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.

3. If an adequate scale is not available, the excess weight is determined by using the constructive weight (see par. C8105-D).

*4. The 18,000 pound limitation (par.C8100) and the 4,500 pound limitation (C8110-A) do not apply to HHG transportation authorized in this paragraph.

PART C: HHG SHIPMENT

SECTION 4: FROM OCONUS TO CONUS PERMANENT DUTY STATIONS

C8500 GENERAL

HHG shipment to the employee's actual residence -- wherever located at the time of the OCONUS assignment -- may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

C8505 ADVANCE RETURN OF HHG SHIPMENT

A. Authorized Return. The following conditions apply to authorized advance return of HHG:

1. The advance return shipment of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.

2. The allowable costs of advanced HHG shipment may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned entitlement to return travel and transportation, and official orders have been issued directing the employee's PCS or separation travel (B-188345, April 13, 1977).

3. Reimbursement of employee's shipment costs may not exceed the Government's cost to make the HHG shipment at the time of the employee's actual return travel.

4. Paid receipts for expenses of $75 or more.

B. Unauthorized Return. Advance shipment of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's best interest. If the employee has not completed an agreed service period, the employee must pay for advance HHG shipment and Government transportation facilities may not be used to make the shipment.

C. Employee Returning for Separation

1. HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

2. HHG shipment may be made to an alternate destination anywhere in the world, but reimbursement may not exceed the constructive cost of shipment in one lot from the OCONUS PDS to the actual residence.

3. The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

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*4. PBP&E transported as an administrative expense to an OCONUS location may be returned to CONUS as an administrative expense for an employee separating from Government service (41 CFR §302-7.303). See also par. C8120.

D. Evacuation. When the conditions stated in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 U.S.C. §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven post to the evacuated employee's assigned PDS.

C8510 TIME LIMITATIONS

A. General. HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation. If practical, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available. For HHG movement delayed because of successive PCS assignments, see par. C4106.

B. New PDS Reassignment. Under no circumstances shall HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

C. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

*1. The HHG transportation entitlement (including PBP&E shipment in par. C8120-C) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.

2. Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C4202-B.

3. Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is begun within 2 years from the effective date of the employee's separation.

4. Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C8605-B if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days at Government expense shall not be authorized/approved under any circumstances.***

PART D: STORAGE IN TRANSIT (SIT)

*C8600 GENERAL

Temporary storage is short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Also referred to as storage in transit (SIT). ***SIT is not authorized for HHG moves between local quarters when no PCS exists (par. C8430).***

C8605 TIME LIMITATION

*A. General. SIT (in connection with an authorized HHG shipment) shall not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

B. Justification. Acceptable justification for an additional SIT period includes:

1. an intervening TDY or long-term training assignment,
2. nonavailability of suitable housing,
3. completion of residence under construction,
4. serious employee illness,
5. dependent illness or death,
6. strikes,
7. acts of God,
8. other circumstances beyond the employee's control, or
9. similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C8610 REIMBURSEMENT

SIT reimbursement shall not exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of $75 or more. Written statements, acceptable to the authorizing/order-issuing official, are allowed when receipts are not available.

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 1: ISOLATED CONUS PDS ASSIGNMENT

C8700 ELIGIBILITY

Employees who perform PCS travel or new appointee travel (par. C4051) to a designated isolated CONUS PDS are eligible for NTS of HHG.

C8705 AGREEMENT AND LIABILITY CONDITIONS

Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months is required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS shall be recovered from the individual as a debt due the Government.

*C8710 AUTHORIZATION

A. NTS is allowed when the official designated by the Service/Defense Agency determines, ***on a case-by-case basis***, that the location is a designated isolated PDS.

B. An employee assigned to a designated isolated CONUS PDS is ***not*** allowed NTS of HHG when:

1. available housing at the PDS can accommodate the HHG,

2. adequate housing is available within daily commuting distance, or

3. it is for the employee's convenience.

C8715 EXCEPTIONS

NTS in connection with orders to a designated isolated CONUS PDS may be subsequently approved for:

1. conversion of HHG in SIT to NTS,

2. conversion of storage at personal expense to NTS at Government expense, and

3. an eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

C8720 TIME LIMITATION

NTS at Government expense:

1. should be authorized for time periods NTE 1 year and may be extended, as necessary, under the employee's assignment length at a designated isolated CONUS PDS, but

2. shall not exceed 3 years.

Although eligibility for NTS ends on the last day of work at the designated isolated CONUS PDS, NTS may continue until the beginning of the 2nd month after the month the employee's eligibility ends.

C8725 PLACE OF STORAGE

The transportation officer determines the NTS location.

C8730 ALLOWABLE COSTS

Allowable costs for NTS of HHG include:

1. packing,
2. crating,
3. unpacking,
4. uncrating,
5. transportation to and from storage place,
6. charges while in storage, and
7. other necessary charges directly relating to the storage.

C8735 DOCUMENTATION

1. NTS authorization must be in the travel order.

2. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.

3. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

*C8740 ISOLATED PDS DESIGNATION

Justified requests for NTS incident to an order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 2: TO, AND BETWEEN OCONUS AREAS

C8800 GENERAL

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request withdrawal from NTS and shipment at Government expense when subsequently there is authority and the HHG are needed for the current tour of duty or when a renewal agreement is executed.

2. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is entitled to it.

C8805 ELIGIBILITY

At least one of the following conditions must be met for an employee to be eligible for NTS:

1. the employee is not authorized to transport HHG to the PDS,

2. the employee is unable to use HHG at the PDS,

3. the storage is authorized in the Government's best interest, or

4. the estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C8810 TIME LIMITATION

1. NTS, at Government expense, may be authorized for a period NTE the tour of duty plus 1 month prior to the time the tour begins.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the OCONUS Command extends the period.

4. The employee's OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

C8815 PERSONNEL OFFICE AND TRANSPORTATION OFFICER RESPONSIBILITY FOR NTS RECORDS

When HHG are placed in NTS, at Government expense, the following actions must be taken:

1. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

   a. completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel orders, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306;*** and

b. the original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:

a. establish an employee NTS HHG file that:

(1) is separate from official personnel records,

(2) serves as a suspense file for FY funding and any subsequent HHG shipment, and

(3) is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

b. furnish the FY fund citation to the TO;

c. inform the transportation officer if the employee's NTS entitlement stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

d. destroy the NTS file within a reasonable time after the employee's CONUS PCS.

C8820 FORMS AND PROCEDURES

The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

C8825 REMOVING HHG FROM NTS

A. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is entitled to withdraw all or any portion of the authorized HHG weight allowance from storage as long as they are for employee or dependent use in establishing or enlarging the residence.

B. Government-Paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as:

1. the place to which HHG are delivered is in the commuting area of employee's actual residence, and

2. the employee is entitled to return transportation.

C. Employee Paid Expenses

1. HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those described in par. C7003-D1.

2. When the employee has not earned return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the cost of drayage and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

D. Documentation. Paid expense receipts (***of $75 or more***) are required.

E. Limitations. No further shipment or storage of the withdrawn HHG is authorized at Government expense prior to receiving further PCS orders.

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 3: DODDS EMPLOYEES

C8900 STORAGE BETWEEN SCHOOL YEARS

1. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.

2. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:

a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

b. storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

c. DoDDS employee meets the eligibility conditions for NTS; and

d. storage is in lieu of:

(1) Government quarters occupancy,

(2) a quarters allowance (***NOTE:*** ***A quarters allowance shall not be paid for the actual period the HHG are in storage.***), or

(3) any other HHG storage to which that DoDDS employee is entitled through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

a. commercial storage costs (including related services), or

b. the value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond that employee's control.

C8905 NTS DURING DODDS EMPLOYEE EXTENDED LEAVE

NTS of HHG during extended leave:

1. may be authorized/approved by the authorizing/order-issuing official if it is in the Government's best interest;

2. may be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under the conditions in par. C4164-B4;

3. may be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C4164-B4, item a.;

4. shall not exceed the applicable weight allowance for which there is entitlement;

5. may be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

a. report for duty at the OCONUS PDS when leave without pay ends, or

b. present satisfactory evidence of course of study completion,

unless the authorizing/order-issuing official determines that the situation was beyond that employee's control.

CHAPTER 9
MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

Paragraph	Contents
C9000	**General**
C9001	**Eligibility**
C9002	**Eligibility Exclusions**
C9003	**Limitations** A. Limited Reimbursement B. Limited Reimbursement Examples
C9004	**Reimbursement** A. Minimum B. Maximum C. Two Employees in One Household D. Administrative Procedures .

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

C9000 GENERAL

The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation. See Chapter 10 for specific costs associated with mobile home relocation that are covered under transportation expenses. ***An advance of MEA funds is not authorized.*** Examples of reimbursable costs include:

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. non-refundable utility fees/deposits;

4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);

5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the U.S. for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the U.S. for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. rental agent fees customarily charged for securing housing in foreign countries;

7. charges for pet quarantine (B-206538, September 14, 1982) excluding medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;

8. required removal or installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976))); and

9. similar items.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,

2. the employee moves out of the old residence,

3. the employee establishes a new residence, and

4. an appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS
The following are not eligible for MEA:

1. new appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE: ***Employees performing first-PDS travel in a foreign area are eligible for the miscellaneous expense portion of the FTA. For Foreign Transfer Allowance guidance refer to Section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.***

2. employees performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with such change;

3. employees assigned to an OCONUS PDS returning to the actual residence for separation; and

4. employees authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under the provisions of par. C4500.

C9003 LIMITATIONS

A. Limited Reimbursement. MEA is not authorized to reimburse an employee for:

1. costs that exceed the maximums provided by law or in these regulations;

2. costs that are not allowed in these regulations;

3. costs reimbursed under other provisions of law or regulations;

4. costs incurred for reasons of personal taste or preference and not required because of the move;

5. losses covered by insurance;

6. fines or other penalties imposed on the employee or dependents;

7. judgments, court costs, and similar expenses because of civil actions; and

8. expenses due to circumstances, factors, or actions that were not due to the move.

B. Limited Reimbursement Examples. Examples of costs in subpar. A that are not reimbursable are:

1. losses/costs due to selling/buying homes and personal property;

2. duplicate payments for reimbursable expenses;

3. additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

4. additional costs caused by the employee shipping HHGs that exceed the maximum weight allowance provided by law or the JTR;

5. higher income, real estate, sales, or other taxes due to establishing residence in the new locality;

6. fines imposed for traffic infractions while en route to the new PDS;

7. accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

8. losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

9. damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

10. subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances under the JTR;

11. medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;

12. costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;

13. costs of purchasing clothing, appliances, and equipment due to relocation; and

14. costs of newly purchased items, such as rugs or drapes.

***C9004 REIMBURSEMENT**

NOTE: The new MEA amounts ($500 and $1,000) are effective for PCS moves with effective dates of orders (see Appendix A) on/after 19 February 2002. Moves with effective dates of orders before 19 February 2002 continue to use the old MEA rates of $350 and $700.

A. Minimum. The following may be paid without receipts or itemized statements:

1. Employees without dependents: $500 or the equivalent of 1 week's basic compensation, whichever is less;

2. Employees with dependents: $1,000 or the equivalent of 2 week's basic compensation, whichever is less; or

3. Employees with dependents, but whose dependents and HHG are not relocated: $500 or the equivalent of 1 week's basic compensation, whichever is less. When an employee:

a. reports to the new PDS but the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

b. relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C9002-A2.

NOTE: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, August 12, 1976).

B. Maximum. The travel-approving/directing official may authorize/approve MEA in excess of the amount in par. C9004-A, if:

1. the claim is supported by acceptable evidence of expenses incurred, and

2. the total amount does not exceed the employee's basic salary rate of:

a. 1 week if the employee is without dependents, or

b. 2 weeks if the employee has dependents.

The basic salary rate is the rate in effect when the employee reports for duty at the new PDS. The allowable amount shall not exceed the maximum rate (step 10) of Grade GS-13, in 5 U.S.C. §5332. A claim for more than the amount authorized in par. C9004-A must be justified.

C. Two Employees in One Household. ***When two employees discontinue the same residence at the old PDS and establish one residence at the new PDS only one MEA is paid (73 Comp. Gen. 164 (1994))***.

D. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. submit a travel claim following the guidance in DoDFMR (***http://www.dtic.mil/comptroller/fmr***) for costs associated with leaving the old PDS residence and establishing a new PDS residence,

2. certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

CHAPTER 10
MOBILE HOME TRANSPORTATION

Paragraph	Contents
C10000	**Privately Owned Mobile Homes** A. Eligibility B. Geographic Limitations C. Amount of Allowance D. Advance of Funds E. Movement Method
C10001	**Reimbursement for Mobile Home Transportation in Lieu of HHG Shipment** A. Routing B. Movement of Mobile Home by Commercial Transporter C. Movement Other Than by Commercial Transporter D. Government-Procured Transportation E. Transportation Partly by Commercial Transporter and Partly by Other Means F. Limitation on Reimbursement

CHAPTER 10

TRANSPORTATION OF MOBILE HOMES

C10000 PRIVATELY OWNED MOBILE HOMES

A. Eligibility. An employee who is entitled to movement of HHG may, in lieu of such transportation, be authorized transportation of a mobile home for use as a residence. To be eligible for the allowance, the employee shall certify in a manner prescribed by the Service/Defense Agency concerned that the mobile home is for use as a residence for the employee and/or the employee's immediate family at the destination. However, when an employee is not eligible to receive an allowance for movement of a mobile home under this Chapter, authorization may be given for transportation of HHG as provided in Chapter 8 if otherwise proper. Authority for transportation of a mobile home is in addition to that relating to per diem and transportation expenses of the employee and transportation expenses of dependents. Transportation of a mobile home shall not be authorized in connection with temporary duty travel.

B. Geographic Limitations

1. Overland Transportation. Allowances for transportation of mobile homes overland may be made only for the transportation of such homes within the CONUS, within Alaska, and through Canada en route between Alaska and CONUS. Allowances for transportation within the limits prescribed shall be paid even though the transportation involved originates, terminates, or passes through locations not covered, provided the amount of the allowance is computed on the basis of that part of transportation which is within CONUS, within Alaska, or through Canada en route between Alaska and CONUS.

2. Over Water Transportation. Allowances for transportation of mobile homes over water shall be made only for transportation of such homes from a point of origin within CONUS or within Alaska to a destination point either within CONUS or within Alaska.

C. Amount of Allowance. Because of the limitations on allowable charges when a mobile home is moved by a commercial transporter, the employee should ensure when paying the carrier that the bill includes specific itemization of charges. The employee should find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper. The employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges that would be borne by the employee.

D. Advance of Funds. For details pertaining to advance of funds for mobile home movements, see Chapter 1.

E. Movement Method. The employee is responsible for making all arrangements for mobile home movement by commercial transporter or other means unless the Government arranges the move.

C10001 REIMBURSEMENT FOR MOBILE HOME TRANSPORTATION IN LIEU OF HHG SHIPMENT

A. Routing. Transportation of mobile homes at Government expense in lieu of shipment of HHG is limited to movements of mobile homes by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination points in CONUS or Alaska.

B. Movement of Mobile Home by Commercial Transporter

1. Allowed Reimbursement. When a mobile home is transported by a commercial transporter, (see subpar. C6 for preparation fees also allowance as transportation costs), reimbursement is allowed for:

a. the carrier's charges for actual transportation of the mobile home in an amount not exceeding the Interstate Commerce Commission, or similar State regulatory body, tariffs applicable for a mobile home of the size and type, and for the distance transported;

b. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits;

c. charges for a pilot (flag) car or escort services, when such services are required by state law.

At the time the employee pays the carrier's bill the employee should ensure the bill itemizes all charges.

2. Reimbursement Not Allowed. When a mobile home is transported by a commercial transporter, reimbursement is not allowed for:

a. carrier's charges for maintenance and repairs to the mobile home en route, including structural repairs, brake repairs, replacement of tires, and charges incident thereto (an employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges);

b. insurance for valuation of mobile homes above carrier's maximum responsibility (additional transit insurance covering items that are not a part of the mobile home manufacturer's installed equipment or specifications shall be borne by the employee);

c. storage and charges designated in tariffs as "special service".

C. Movement Other Than by Commercial Transporter

1. Entitlement. When a mobile home is transported by means other than a commercial transporter, such as when it is towed by a POV, an allowance of $0.11 per mile shall be made for the transportation costs listed in subpar. B1, items a through c. In addition, the Service/Defense Agency concerned shall pay the costs of preparing the mobile home for movement and resettling it at the destination as provided in subpar. D. No allowances other than the $0.11 per mile shall be made for transportation of the mobile home but payment of the mileage allowance for use of a POV may be made in addition to the $0.11 allowance. The computation of distances shall be as prescribed in subpars. 2 through 4.

*2. Origin or Destination Point within CONUS or within Alaska. When the origin/destination point of a mobile home that is moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined using par. C1065-A.

3. Point of Origin or Destination Is an Island Within CONUS or Within Alaska. When the point of origin or destination of a mobile home that is moved by other than commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Point of Origin or Destination Not in CONUS or Alaska. When point of origin or destination, or both, of a mobile home that is moved by other than a commercial transporter is other than that contained in subpars. 2 and 3, the allowable distance shall be limited to the distance which the mobile home is transported within or between any points in CONUS, including Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Mileage is computed as provided in subpar. 2.

5. Transportation Over Water. When a boat used as a primary residence is transported over water, an allowance for transportation includes, but not be limited to:

a. the cost of fuel and oil used for propulsion of the boat;

b. the cost of pilots or navigators in the open water;

c. the cost of a crew;

d. charges for harbor pilots;

e. the cost of docking fees incurred in transit;

f. harbor or port fees and similar charges relating to entry in and navigation through ports; and

g. the cost of towing, whether in tow or towing by pushing from behind.

6. Other Allowable Transportation Costs. In addition to the allowances prescribed in pars. C10001-C1 through C10001-C5, an allowance for transportation shall include costs generally associated with preparing a mobile home at a point of origin inside Alaska or CONUS for movement and resettling the mobile home at the destination inside Alaska or CONUS. Any costs for preparing a mobile home located outside Alaska or CONUS for movement, and any costs for resettling a mobile home outside Alaska or CONUS shall not be reimbursed. Preparation costs include, but are not limited to:

a. rental, installation, removal and transportation of hitches and extra axles with wheels and tires;

b. labor costs for unblocking and unanchoring at origin and blocking and anchoring at destination;

c. cost for purchasing blocks when in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;

d. packing and unpacking of HHG associated with the mobile home;

e. disconnecting and connecting utilities;

. f. labor costs for removal and reassembling of skirting;

g. cost of separating, preparing and sealing each section for movement and reassembling the two halves of a double wide mobile home;

h. installation and removal of towing lights on trailer;

i. charges for reasonable extension of existing water and sewer lines;

j. cost of dismantling and assembling a portable room appended to a mobile home.

D. Government-Procured Transportation

*1. Government Arranged Move. An employee, entitled to mobile home transportation (see par. C10000), may request and, subject to the employee's written agreement to pay any excess costs involved (see par. C10001-D2), the Government may arrange transportation of the employee's mobile home between the points authorized in this Chapter. The Government's obligation is to pay the costs of pickup, transportation, and delivery of the mobile home to destination ready for occupancy, except for the costs enumerated in par. C10001-D2b. ***The employee does not receive any other allowances for the transportation involved.*** Allowable costs include charges for actual transportation; ferry fares; bridge, road, and tunnel tolls; taxes; and municipal and/or state permits. The employee's request should be denied whenever the costs enumerated in par. C10001-D2 are not collectable from the employee's pay because the employee is no longer in a pay status. The entitlement measure for mobile home transportation for a lesser distance than that authorized for HHG is the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) for the authorized distance rather than any lesser distance the mobile home is actually transported. For Services whose HHG shipments are arranged under

MTMC regulations, the employee's maximum entitlement is determined by using 105 percent of the Code 1 segmented line-haul and 105 percent of the code 1 max-pack base line rates (see the MTMC website at: ***http://www.mtmc.army.mil/property/domestic/solicitation.htm*** for rates).

2. Collection From the Employee. The following costs are charged against the employee for repayment to the Government:

a. all storage charges accruing at any point unless caused by conditions beyond the control of the employee;

b. all costs of special handling requested by the employee;

c. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs;

d. all costs for preparing the body and chassis of a mobile home for movement and for any repairs or maintenance performed en route including costs for replacement parts and tires;

e. all costs paid by the Government regardless of type which result in an overall payment in excess of the limitation stated in par.C10001-F.

3. Limitation. The total amount allowable under this paragraph shall not exceed the limitation established par. U10001-F.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. If a mobile home is transported partly by commercial transporter and partly by other means, the allowances described in pars. C10001-B, and C10001-C shall apply to the respective portions of the transportation.

F. Limitation on Reimbursement. The reimbursement allowable under par. C10001-B, C10001-C, or C10001-E shall not exceed the constructive expense that would have been allowed by the Government for transportation and 90 days temporary storage of the maximum weight of HHG for which the employee has eligibility.

CHAPTER 11
TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

Paragraph	Contents
C11000	**General**
C11001	**Determination of Eligibility (OCONUS)**
C11002	**Eligibility Criteria (OCONUS)** A. General B. Conditions C. Employees Assigned to Johnston Island
C11003	**Conditions Governing Transportation (OCONUS)** A. Transportation Not Authorized B. Transportation Authorized
C11004	**Authority** A. General B. Transportation Limitation C. Transportation to Ports D. Transportation From Ports E. Delays While Awaiting Reopening of Port Facility or Delivery of POV
C11005	**Transportation of Replacement POV** A. Emergency Replacement B. Non-emergency Replacement
C11006	**Method of Shipment** A. General B. Car Ferries
C11007	**Emergency Storage in Event of Evacuation** A. Eligibility B. Places of Storage C. Allowable Expenses
C11008	**Size Limit**
C11009	**Transportation of POV Wholly Within CONUS** A. General B. Authorization for Transportation C. Authorized Origin/Destination for Transportation

CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

C11000 GENERAL

POVs (as defined in Appendix A) of an employee transferred in the Government's interest, a new appointee, or a student trainee assigned the first PDS, may be transported at Government expense:

1. when it is determined in advance of authorization that it is in the Government's interest for the employee to have POV use at the OCONUS PDS, or

2. in the case of an employee whose PDS is Johnston Island (Atoll), and Hawaii is the place designated for the immediate family to reside, or

3. when it is determined that transporting POV(s) wholly within CONUS is advantageous and economical to the Government. (see par. C11009.)

***NOTE 1*: There is no authority for rental car reimbursement while awaiting POV arrival.**

***NOTE 2*:** For other requirements related to shipping a POV, see the MTMC website at: ***http://www.mtmc.army.milCONTENT/599/Povpam.pdf*.**

C11001 DETERMINATION OF ELIGIBILITY (OCONUS)

Commanding officers or designated representatives who assign employees OCONUS are delegated authority to determine the employees' eligibility to transport a POV at Government expense. Compliance with the criteria set forth in this Chapter and consistent treatment of all DoD employees must be assured. Commanding officers or designated representatives in CONUS who assign employees OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

C11002 ELIGIBILITY CRITERIA (OCONUS)

A. General. One POV may be transported at Government expense when it is determined to be in the Government's interest for the employee to have POV use at the PDS. A determination in the Government's interest must be made as circumstances change and when the employee agrees to serve a succeeding tour of duty at the same or another OCONUS PDS. A record of determination must be made in writing and filed in the employee's personnel folder.

B. Conditions. A determination/redetermination that it is "in the interest of the Government" for the employee to have the use of a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. use of the POV is not primarily for the convenience of the employee and immediate family;

2. local conditions make it desirable from the Government's viewpoint for the employee to have use of a POV;

3. use of a POV by the employee contributes to the effectiveness in the employee's job;

4. use of a POV of the type involved is suitable in the local conditions;

5. the cost of transporting the POV to/from the official station is not excessive considering the time the employee has agreed to serve at that official station;

C. Employees Assigned to Johnston Island. An employee, assigned on permanent duty to Johnston Island, may transport one POV at Government expense from the old PDS to Hawaii if Hawaii is designated as the location at which dependents are to reside during the specified tour of duty. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawaii to the port serving the new PDS, or at the employee's request, to an alternate port subject to the employee reimbursing the Government for all costs in excess of having the POV transported from Hawaii to the port from which the POV was originally shipped to Hawaii.

C11003 CONDITIONS GOVERNING TRANSPORTATION (OCONUS)

A. Transportation Not Authorized. Transportation of a POV is not authorized when:

*1. the POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and it is determined that the employee, or dependent(s), reasonably should be expected to drive the vehicle (See par. C2166 concerning reimbursement for use of ocean-going car ferries when it is determined that the employee or dependent(s) should drive the vehicle for only part of the distance involved.);

2. the local government prohibits importation of such a vehicle, applies particularly difficult restrictions on such importations, or the pertinent military department's regulations prohibit or advise against the shipment of such vehicles for military personnel (This item does not apply for an employee assigned on Johnston Island who is authorized to ship a POV to Hawaii under par. C11002-C.);

3. a vehicle is purchased in a nonforeign OCONUS area by an employee not permanently assigned there at the time of the purchase, unless it is used by the employee or dependent for personal transportation at the OCONUS PDS as a replacement vehicle. This item prohibits only the shipment at Government expense incident to the employee's PCS following vehicle purchase; or

4. an employee is hired at an OCONUS location for duty at the employee's first PDS located within CONUS (Title 5 U.S.C. §5727 authorizes transportation of POVs to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only where the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989)). (Example; an employee residing in Hawaii, who was hired locally for duty at a PDS in Hawaii and is later transferred from the Hawaii PDS to a PDS in CONUS, is not authorized transportation for a POV to CONUS. Similarly, an employee residing in Hawaii, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.)

B. Transportation Authorized. Transportation of a POV may be authorized when an employee:

1. is transferred or assigned from a CONUS location to an OCONUS PDS, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

2. is transferred or assigned from an OCONUS location to another OCONUS duty station, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

3. completes a tour(s) of duty at an OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV, or the employee was assigned to Johnston Island and a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer, or upon separation from service after completion of a tour of duty, to the U.S.;

4. does not complete a tour(s) of duty at an OCONUS PDS at which it was determined to be in the Government's interest for the employee to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer for the Government's convenience and not at personal request;

5. at an OCONUS PDS where it was initially determined to be in the Government's interest for the employee to have a POV or, for an employee assigned on Johnston Island whose POV was transported to Hawaii under par. C11002-C, but the employee is transferred to another OCONUS PDS and it is determined not to be in the Government's interest for the employee to have a POV at the new PDS, and the employee requests transportation of a POV back to the U.S.;

6. is stationed at an OCONUS PDS where initially there was no determination that it was in the Government's interest for the employee to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the employee to have a POV there and the employee has signed an agreement as provided in par. C4001;

7. is stationed at an OCONUS PDS where initially it was determined to be in the Government's interest for the employee to have a POV and due to changed circumstances, such determination was rescinded (in such case, the employee may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence).

C11004 AUTHORITY

A. General. Subject to the eligibility criteria in par. C11002 and conditions in par. C11003, transportation of POVs may be authorized as provided in this Chapter.

B. Transportation Limitation

1. General. Transportation of a POV at Government expense is limited to overwater movement from an appropriate CONUS port to an appropriate port serving the OCONUS PDS and return, or between appropriate ports serving OCONUS PDSs, or, in the case of an employee assigned to permanent duty on Johnston Island who is entitled to shipment of a POV under par. C11002-C, from the appropriate port serving the employee's last PDS to the port serving Hawaii. Shipment may not be authorized at Government expense between CONUS ports for the convenience of the traveler. Transportation at Government expense includes port handling charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation. Instructions concerning the ports from which the vehicle may be shipped are contained in the Service regulations.

2. Alternate Ports

a. Transportation at Government expense is authorized between the port serving the point of origin and the port serving the employee's new PDS. For employees assigned on permanent duty to Johnston Island, transportation at Government expense is to the point authorized in par. C11002-C.

b. A POV may be shipped to an alternate designated port. The transportation cost to the Government shall not exceed the transportation cost between the ports serving the old PDS/new PDS. For employees assigned on permanent duty to Johnston Island, the Government's transportation cost shall not exceed the cost to ship the POV from the point to which shipment was authorized in par. C11002-C.

c. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port serving that PDS. For employees assigned on permanent duty to Johnston Island, an employee is authorized to return a POV from the port in Hawaii to which it was transported under par. C11002-C.

d. The employee may drive or transport the POV to a different port serving the destination specified by the employee. The Government's transportation costs shall not exceed the transportation costs from the port serving the employee's old PDS to the port serving the authorized destination (new PDS or actual residence).

An authorized point of origin may be a point in the U.S. when the employee purchases a replacement vehicle from a manufacturer and the vehicle is shipped to an employee.

3. Transfer or Assignment Between OCONUS Duty Stations. If the employee does not have a POV at the OCONUS PDS from which being transferred, one may be transported to the appropriate port of the new PDS at Government expense provided the maximum amount which the Government pays is the cost of transporting the POV from an appropriate port within CONUS, or a port in Hawaii for employees assigned on Johnston Island whose dependents reside in Hawaii. If due to changed circumstances at a duty station, it is determined to no longer be in the Government's interest for the employee to have a POV at the duty station, the employee may ship it at Government expense to another OCONUS PDS to which the employee is transferred if it is determined at the new PDS to be in the Government's interest for the employee to have the use of a POV there. If in this latter case, it is determined that it is not in the Government's interest for the employee to have a POV at the new PDS, the employee may transport the POV at personal expense to the new PDS. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Government expense to the appropriate port serving the actual residence or to an appropriate port serving a CONUS PDS in this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

4. Agreement Not Completed and Employee Transfers or Is Reassigned From OCONUS to CONUS. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the prescribed tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Government's convenience, the Government may not pay for transportation of the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In the latter case, the Government may not pay more than the transportation cost from the PDS where the employee completed the tour of duty.

5. Agreement Not Completed and Employee Returns to CONUS for Separation. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the employee is separating, the Government may not pay the cost of transporting the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In this case, the Government may not pay more than the cost of transporting the POV from the port serving the PDS where the employee completed the tour of duty. If the POV is transported to a location other than the actual residence, the Government may not pay more than the transportation cost to the appropriate port serving the actual residence.

6. Employee Being Separated Following Completion of the Agreed Minimum Period of Service or For Reasons Acceptable to the Government. An employee, who's being separated either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized to transport a POV from the OCONUS PDS to which it was transported at Government expense to the port serving the employee's actual residence established at the time of appointment or transfer to the PDS. Transportation for the employee's POV may be authorized to an alternate destination anywhere in the world but such transportation cost may not exceed the transportation cost from the OCONUS port serving the employee's PDS to the port serving the employee's actual residence. Any excess costs must be borne by the employee (65 Comp. Gen. 468 (1986)).

*C. Transportation to Ports. The Government must not arrange transportation for an employee's POV from the old PDS, or actual residence at the time of employment, to the vehicle port facility/VPC serving the old PDS or actual residence. ***When an employee, or the employee's designated representative, makes a separate trip to a port facility/VPC to deliver a POV, per diem is not allowable.*** Reimbursement is authorized for one-way travel for the official distance traveled to the port facility/VPC at the applicable TDY mileage rate prescribed (see par. C2500), and the actual cost incurred for one-way return transportation. The total of the one-way mileage and one-way

transportation costs paid by the Government may not exceed the cost of transporting the POV from the employee's old PDS, or actual residence at the time of appointment, to the port/VPC involved. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to the vehicle port facility/VPC, reimbursement is authorized. Reimbursement is limited to the actual cost of having the vehicle driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the employee's old PDS, or actual residence at the time of appointment, and the port facility/VPC (B-197255, February 10, 1981). However, if an employee delivers the POV to a port facility/VPC incident to performing PCS travel by POC, other than renewal agreement travel, mileage at the applicable PCS mileage rate prescribed in par. C2505 is authorized from the employee's old PDS, or actual residence at the time of appointment, to the vehicle port facility/VPC or POE, if the employee travels there to drop off dependents. In connection with such PCS travel by POC, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee, or the employee and dependents, from the vehicle port facility where the employee delivers the POV, to the port of embarkation; or

2. mileage from the port of embarkation, where the employee drops off dependents, to the vehicle port facility where the employee delivers the POV, and return transportation for the employee to the port of embarkation.

*D. Transportation From Ports. An employee is not authorized to have the Government arrange transportation for the POV from a vehicle port facility to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. When an employee, or the employee's designated representative, makes a separate trip to a port to reclaim the POV, per diem is not allowable but the one-way transportation cost actually incurred for travel to the port and one-way return mileage at the applicable rate are authorized. The total of the one-way transportation costs and one-way mileage paid by the Government may not exceed the cost of transporting the POV from the port involved to the employee's new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. In the event an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, from the vehicle port facility, reimbursement for the actual cost of having the POV driven or transported is on a mileage basis not to exceed an amount determined by multiplying the appropriate rate by the distance between the port facility and the employee's new OCONUS PDS, or (upon return by PCS or for separation) the actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable (B-197255, February 10, 1981). However, if an employee reclaims the POV at a vehicle port facility/VPC incident to performing PCS travel by POC, other than renewal agreement travel, mileage at the applicable PCS mileage rate prescribed in par. C2505 is authorized from the vehicle port facility or port of debarkation, if the employee returns there to pick up dependents, to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS. In connection with such PCS travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee and dependents from the port of debarkation to the vehicle port facility; or

2. the employee's transportation cost from the port of debarkation to the vehicle port facility where the POV is reclaimed and return mileage to the port of debarkation if the employee returns there to pick up dependents.

E. Delays While Awaiting Reopening of Port Facility or Delivery of POV. When PCS travel by POV is authorized as advantageous to the Government, and the employee must pick up the POV at a vehicle port facility to continue PCS travel, payment of per diem is allowable for:

1. the nonworkdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the day of arrival at the port of debarkation and the day or days following the day of arrival are nonworkdays on which the vehicle port facility is closed (B-170850, December 31, 1970);

2. the number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port facility on the day the employee arrives there to reclaim it, and the employee awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority, after considering the particular circumstances involved, certifies that the employee acted reasonably and prudently in delaying onward travel to await the arrival of the POV (B-179493, January 15, 1974

C11005 TRANSPORTATION OF REPLACEMENT POV

When a POV, transported at Government expense to an OCONUS area or to Hawaii for an employee assigned to Johnston Island, is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the following conditions are met:

A. Emergency Replacement

1. the reasons for the need for a replacement POV are beyond the employee's control (e.g., the POV is stolen, seriously damaged or destroyed, or has deteriorated due to severe climatic conditions), and

2. the reasons are acceptable to the DoD Component concerned.

B. Non-emergency Replacement

1. the employee is stationed continuously at one or more OCONUS duty locations during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983); and

2. it has been determined that it is in the Government's interest that the employee continue to have a POV at the OCONUS duty location.

One emergency replacement POV may be transported at Government expense within any 4-year continuous service period. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C11006 METHOD OF SHIPMENT

A. General. Privately owned motor vehicles may be transported at Government expense by commercial ships if available at reasonable rates and under reasonable conditions or by Government ships on a space-required basis. The transportation officer effecting the shipment determines the transport mode. The procedures for shipment must be in accordance with appropriate Service regulations.

B. Car Ferries. When employees/dependents travel (other than on renewal agreement travel) by POC, the employee is entitled to reimbursement for car ferry fares if:

1. transportation at Government expense for the POV concerned could have been authorized under this Chapter for an equal or greater distance;

2. commercial shipping services are used; and

3. where foreign-registered carriers are used, see par. C2204-B3 regarding mandatory documentation.

Reimbursement for the cost of shipping a POV on ocean-going car ferries may not exceed the cost of such transportation for the size vehicle authorized under par. C11008.

C11007 EMERGENCY STORAGE IN EVENT OF EVACUATION

A. Eligibility. If it becomes necessary to evacuate the employee and/or dependents from an OCONUS PDS, expenses of emergency storage of the employee's POV may be authorized provided the POV was transported, or authorized to have been transported, at Government expense to the PDS under this Chapter or the POV was driven by the employee or a member of the immediate family to the PDS at which POV use was determined to be "in the Government's interest."

B. Places of Storage. The POV may be stored at the place to which the employee's immediate family and HHG are evacuated or at another suitable place not more distant from the evacuation area. If the POV is in transit to the employee's PDS at the time that evacuation is ordered, the POV may be diverted to storage at a suitable place.

C. Allowable Expenses. Allowable expenses for the emergency storage of the employee's POV include necessary expenses for actual storage, readying the vehicle for storage and for return to the employee after the emergency has ended, local transportation expenses to and from storage, and other necessary expenses relating to storage and transportation. Insurance carried on the POV, while in storage, is an expense of the employee.

C11008 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Government expense, must pay all costs which result from the excess size of the POV.

C11009 TRANSPORTATION OF POV WHOLLY WITHIN CONUS

A. General. An employee transferred in the interest of the Government, a new appointee or student trainee relocating to the first PDS in CONUS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous to the Government.

NOTE: See par. C6554 for authority to reimburse an employee with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

B. Authorization for Transportation. Commanding officers or designated representatives who assign employees **in CONUS** are delegated authority to determine an employee's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. both the old PDS (or actual residence of a new appointee or student trainee) and the new PDS are within CONUS; and

2. its been determined in accordance with items a through d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member drive one or more POC(s) to the new PDS. Costs to be considered are:

a. cost of POC travel;

b. cost of transporting the POV(s);

c. cost of travel if the POV(s) is/are transported; and

d. productivity benefit derived by the DoD component concerned from the employee's accelerated arrival at the new PDS

C. Authorized Origin/Destination for Transportation. The transportation of the POV(s) is authorized from:

If you are	**Transportation must originate at**
a. a transferee	old PDS
b. new appointee or student trainee	actual residence
to the new PDS	

CHAPTER 12
EVACUATION AND ADVERSE CONDITIONS TRAVEL

Paragraph	Contents
C12000	**Evacuation** A. Legal Basis B. Evacuation from a Foreign Area C. Evacuation from a Location in the United States or from a Non-foreign OCONUS location D. Safe Haven E. Emergency Storage of POV Incident to Evacuation from an OCONUS PDS F. POV Shipment G. Temporary Quarters Subsistence Expense
C12001	**Adverse Conditions** A. Legal Basis B. Determination Responsibility C. Transportation to an Alternate Location

*CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

C12000 EVACUATION

A. Legal Basis

1. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for an employee's dependents and HHG to a safe haven location when an evacuation is authorized or ordered. See Appendix I-A for applicable regulations governing evacuations from foreign areas and Appendix I-B for evacuations in the United States.

2. Title 5 U.S.C. §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's PDS. See Appendix I-A, Section 615 (evacuations from foreign locations) and Appendix I-B, Section 550.404 (evacuations in the United States).)

3. DoD Instruction 1400.11, adopted for the DoD the governing provisions of Chapter 600 "Advance Payments and Evacuation Payments" (***http://www.dtic.mil/whs/directives/corres/html/140011.htm***) prescribed in the Standardized Regulations (Government Civilians, Foreign Areas) by the Department of State (DOS) (see Appendix I, Part A for copy of Chapter 600). The DOS regulations apply for evacuations from, or within, any foreign area (see Appendix A).

4. Memorandum of Agreement, dated 14 July 1998, between DOS and DoD (USD for Policy) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses: (a) Policy objectives, (b) Interagency checklist and other related documents, (c) Responsibilities, (d) Authority to invoke emergency evacuation plan, (e) Responsibility for military operations, and (f) Organization for emergency planning.

5. DoD Instruction 1400.11 (***http://www.dtic.mil/whs/directives/corres/html/140011.htm***), adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation (See Appendix I, Part B for DoD implementation of this regulation). These regulations apply for evacuations involving the United States or non-foreign OCONUS areas (see Appendix A).

B. Evacuation from a Foreign Area

NOTE: See Appendix I-A for applicable regulations.

1. Authorizing or Ordering an Evacuation. The decision to evacuate employees and/or dependents from a foreign area rests with the State Department. In appropriate circumstances, such as a Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants. ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). When U.S. citizens are endangered but timely communication with the State Department is not possible, or there is no State Department presence in the area concerned, and time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens, the commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990). ***(PoC: Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force, and the OSD Civilian Advisory Panel member for DoD***

agencies. The directory in http://www.dtic.mil/perdiem/phdir.html#CAP lists names and phone numbers for Civilian Advisory Panel members.)

2. Authorized Transportation. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to their:

a. return to the PDS from which evacuated;

b. transfer or reassignment of the employee to another PDS; or

c. return to actual residence.

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Subsistence Expense Allowance (SEA). The applicable SEA is prescribed in Appendix I Part A, Section 632. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from foreign areas.***

C. Evacuation from a Location in the United States or from a Non-foreign OCONUS location

NOTE: See Appendix I-B and par. C12000-C3 for applicable regulations.

1. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DoD components ***(PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory in http://www.dtic.mil/perdiem/phdir.html#CAP lists names and phone numbers for Civilian Advisory Panel members)***;

b. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;

c. The head of a DoD component (see definition in Appendix A) or designated representative;

d. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and

e. The commander, director, head, chief or supervisor of an organization or office.

2. Authorized Transportation. Except as indicated for limited evacuations in par. C12000-C3, transportation for employees and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to their:

a. return to the PDS from which evacuated;

b. transfer or reassignment to another PDS; or

c. return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Limited Evacuation. A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

a. transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

b. reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. Per Diem/Subsistence Expense. Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.***

D. Safe Haven. In case of evacuation from a foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation in the United States or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within CONUS to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

E. Emergency Storage of POV Incident to Evacuation from an OCONUS PDS. See par. C11007.

F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 11 in connection with an employee's PCS to a new PDS or upon return of the employee serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. ***TQSE (Chapter 13) is not authorized for an evacuation.***

C12001 ADVERSE CONDITIONS

A. Legal Basis. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. at least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;

2. the employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or

3. the transportation is authorized through the Secretarial Process.

CHAPTER 13
SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

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CHAPTER 13

SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

TQSE is a ***discretionary allowance, not an entitlement***, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***. TQSE must be authorized before temporary quarters are occupied and ***may not be approved after the fact*** (41 CFR §302-5.7).

C13110 GENERAL

A. Temporary Quarters. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized.

B. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. TQSE Types. There are two allowances prescribed in this Chapter:

1. TQSE (AE). Actual expense reimbursement - see Part B, and

2. TQSE(F). Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

C13115 ELIGIBILITY

Effective 19 February 2002

A. Conditions. TQSE for an employee and/or each dependent may be authorized under the following conditions:

1. the employee signs a written transportation agreement;

2. a PCS is authorized and the ***new*** PDS is located in the United States or in a non-foreign (OCONUS) area;

NOTE: The old PDS may be anywhere in the world.

3. the old and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. temporary quarters occupancy is for transfers, not evacuations or other reasons unrelated to the transfer;

5. TQSE commencement must begin no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057; and

6. the authorizing/order-issuing official authorizes TQSE allowances.

*B. Exclusions. TQSE is not authorized for: ***(Also, see par. C4510-B3.)***

1. a new appointee assigned to a first PDS;

2. an employee transferred to a foreign PDS;

3. an employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawaii, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;

4. an employee assigned to an OCONUS PDS returning to actual residence for separation;

5. an employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or

6. an employee to occupy permanent quarters (with rental furniture) while HHG are en route ***(GSBCA 15569-RELO, 12 July 2001).***

C. Restrictions. As a general policy, authorizing/order-issuing officials should deny TQSE, or if temporary quarters are justified, authorize only a necessary period of TQSE if:

1. the employee and/or spouse make a HHT; or

2. previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

C13120 DUPLICATION OF ALLOWANCES

NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. If an employee receives TQSA for temporary lodgings, the TQSE payment must be reduced by the lodging component of the TQSA received (B-180286, July 2, 1975).

A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (41 CFR §302-5.16).

2. Exceptions. TQSE ***may be paid*** in addition to:

a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 U.S.C. §5941); and

b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

B. TQSA Payment. When TQSA is paid based on a foreign overseas location:

1. TQSE ***may not be paid*** for that location, ***but***

2. TQSE ***may be paid*** for the new nonforeign PDS location.

C. TQSE may be paid ***in addition to***:

1. COLA payable under DSSR; and

2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

PART B: TQSE(AE)

C13200 PURPOSE

TQSE(AE) is a ***discretionary allowance, not an entitlement***, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***. The order-issuing/authenticating official, ***not the employee***, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

A. TQSE(AE) is an actual expense allowance based on:

1. the Standard CONUS per diem rate (see par. C4550 or ***http://www.dtic.mil/perdiem/pdrform.html)*** for temporary quarters occupied in CONUS localities, or

2. the locality per diem rate (***http://www.dtic.mil/perdiem/opdrform.html/***) for temporary quarters occupied in OCONUS localities.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

1. TQSE(AE) may only be authorized before temporary quarters are occupied and ***may not be approved after the fact*** (41 CFR §302-5.7).

2. TQSE(AE) may be authorized only for the time period determined necessary by the order-issuing/authenticating official, ***never to exceed a total of 120 days.***

3. TQSE(AE) is for a temporary place of residence.

4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.

5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:

   a. remain occupied by the present tenant,

   b. require repairs/alternations that have not been completed, or

   c. are under construction.

6. The order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:

   a. lease duration,

   b. HHG movement into the quarters,

   c. quarters type,

   d. expressions of intent,

   e. attempts to secure a permanent dwelling, and

   f. length of time the employee occupied the quarters.

7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.

8. TQSE(AE) in other locations may be authorized only if the order-issuing/authenticating official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.

9. TQSE(AE) in other locations must be authorized by the order-issuing/authenticating official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in PCS orders and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

(1) travel between the old and new PDS (actual travel time);

(2) necessary official duties such as an intervening TDY assignment/military duty; or

(3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the order-issuing official.

*b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C2a above:

(1) the period of absence is excluded from the authorized time for temporary quarters occupancy;

(2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and

(3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

(1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

(2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.

(3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the order-issuing official determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

3. Ending Temporary Quarters Occupancy. Temporary quarters occupancy ends when the employee or any dependent occupies permanent quarters or when the authorized period of time expires, whichever occurs first.

C13210 TIME LIMITATIONS

Effective 19 February 2002
*A. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary quarters occupancy is necessary TQSE authorizations are made on a case-by-case basis.

B. Additional TQSE(AE) Period. Order-issuing/authenticating officials may authorize TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized). Each of the following factors must be considered when authorizing an additional period of TQSE(AE):

1. The order-issuing official must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary quarters occupancy. Examples of circumstances which might be considered as being beyond the employee's control include:

   a. delayed shipment and/or delivery of HHG to the new residence due to extended transit time incident to ocean transportation, strikes, customs, clearance, hazardous weather, fires, floods, or other acts of God;

   b. delayed occupancy of new permanent quarters because of unanticipated problems (e.g., unforeseen delays in settlement for new quarters, unforeseen short-term delay in construction of a new dwelling);

   c. inability to locate permanent quarters adequate for family needs because of housing conditions at the new PDS;

   d. sudden illness, injury, or death of employee or immediate family member; and

   e. similar factors.

2. Before an additional period of TQSE(AE) is allowed, the employee must provide written justification and documentation.

3. Extensions to the initial authorized TQSE(AE) period are not automatic and must be held to a minimum.

4. ***TQSE(AE) shall never be paid for more than a total of 120 days.***

C. Justification for an Additional Period of TQSE(AE). The employee must provide the order-issuing/authenticating official with written justification that clearly describes the circumstances, warranting the extension, that are beyond the employee's control. The justification, accompanied by documentation from the order-issuing/authenticating official indicating the reasons for authorizing or denying the requested extension, must be retained in a management file for review.

C13215 REIMBURSEMENT

A. General. TQSE(AE) reimbursement is made after the actual total amount of allowable expenses incurred for each day of a 30-day period, is compared to the maximum allowable amount for the 30-day period. The lesser is paid. TQSE(AE) is:

1. not paid for local transportation expenses;

2. limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:

   a. directly related to temporary quarters occupancy;

   b. a reasonable amount; and

c. substantiated.

NOTE: The travel-approving/directing official may deny reimbursement of any claimed expenses that appear to be unreasonable if the employee cannot justify the expenses.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. temporary lodgings (including lodging taxes or, if temporary lodgings are located outside the United States, the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes);

2. meals and/or groceries;

3. fees and tips incident to meals and lodging;

4. laundry;

5. cleaning and pressing of clothing;

6. the cost of moving HHG to the temporary quarters for the sole purpose of furnishing the quarters (B-217435, August 29, 1985), ***NOTE: The cost of HHG removed from temporary storage and delivered to temporary quarters for the sole purpose of furnishing temporary quarters is a TQSE expense;*** and

7. the cost of moving the HHG to permanent quarters (B-217435, August 29, 1985).

Total allowable expenses exceeding the total authorized TQSE(AE) amount are the financial responsibility of the employee.

NOTE: The provisions of par. C4555-B3 also apply when an employee and/or dependents obtain lodgings from friends or relatives.

C. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for TQSE," illustrated in Part D of this Chapter, may be used.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Occupancy of temporary quarters for less than a whole day counts as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-5.110).

3. Temporary Quarters Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary quarters are occupied during that calendar day.

4. Termination of Temporary Quarters Eligibility Period. The temporary quarters period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Quarters. If the temporary quarters have meal preparation facilities available and they are used, the cost for groceries consumed on a daily basis is allowable. Claims must show total amount for each daily meal.

C13220 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in subpars. 2 and 3.

2. Receipts. Receipts are required:

a. for quarters costs paid, showing location, dates, and by whom occupied;

b. for any single expense of $75 or more (including meal expenses).

3. Supporting Statement. The supporting statement must include:

a. the cost of each meal, for each day, by date, and where and by whom consumed;

b. travel status and temporary quarters occupancy (for subsistence expense purposes) that occur the same day, the date and time of arrival and/or departure at the temporary quarters location; and

c. the date that permanent quarters occupancy starts, or the date that HHG are moved into quarters.

B. Submitting Claims For TQSE(AE). For convenience, claimants should use the suggested format, shown in Part D of this Chapter for claiming reimbursement and to record actual subsistence expenses.

***C13225 COMPUTATION**

NOTE: The per diem rates in the following examples are for illustrative purposes only. See http://www.dtic.mil/perdiem/ for current per diem rates.

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized for more than 30 days, the actual number of HHT days paid or reimbursed (on either a lodgings plus or fixed HHT) are deducted from the first 30-day period of authorized TQSE(AE). See par. C4107 for HHT. For example, if an employee is:

a. paid for 5 days of a HHT, then deduct 5 days from the first 30-day period of authorized TQSE(AE);

b. paid for 6.25 days of a HHT, then deduct 6 days from the first 30-day period of authorized TQSE(AE); or

c. reimbursed for 10 days of a HHT, then deduct 10 days from the first 30-day period of authorized TQSE(AE)

EXAMPLES

1. Authorized 10 days for HHT (Lodgings-Plus Method) and 60 days TQSE(AE). Used 10 days for the HHT and occupied temporary quarters for 70 days.
Pay for 10 days for the HHT and reimburse actual expenses for 50 days TQSE(AE) (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).
First 20 days* TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C13225-A2c.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.
If an additional 20 days TQSE(AE) is authorized under par. C13210-B, reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-2d for the 2nd 30 days.
NOTE: The deduction for the 10 day HHT is made from the first 30 days authorized for TQSE(AE).

2. Authorized 10 days for HHT (Lodgings-Plus Method) and 30 days for TQSE(AE). Used 5 days for the HHT and occupied temporary quarters for 27 days.
Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary quarters were occupied (entitlement for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).
27 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C4107-O2b)) and 60 days for TQSE(AE). Used 10 days for the HHT and occupied temporary quarters for 58 days.
Pay HHT allowances as authorized under par. C4107-O2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first 30 day period of authorized TQSE(AE) - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C4107-O2b).
First 25 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.
NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a househunting trip.

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C4107-O2a)) and 60 days for TQSE(AE). Used 10 days for the HHT and occupied temporary quarters for 65 days.
Pay HHT allowances as authorized under par. C4107-O2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE) – the deduction is 6 days when HHT (Fixed Amount) is paid under par. C4107-O2a).
First 24 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C4107-O2a) and 25 days TQSE(F) for employee and dependents (C13330). Used 8 days for the HHT and occupied temporary quarters for 20 days.
Pay HHT as indicated in par. C4107-O2a and TQSE(F) for 25 days as indicated in par. C13320.
NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method)) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.

6. Initially Authorized a 10-day HHT (Lodgings-Plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B. Used 10 days for a HHT and occupied temporary quarters for 58 days.
Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).
First 20 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

*a. CONUS. For CONUS, use the Standard CONUS per diem rate (see ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-F3).

b. OCONUS. For OCONUS, use the locality per diem rate (see ***http://www.dtic.mil/perdiem/opdrform.html***).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee) the daily rate shall not exceed the maximum per diem rate.*

(2) Spouse Accompanying the Employee. For a spouse who accompanies an employee, the daily rate shall not exceed 75% of the daily maximum per diem rate.*

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 75% of the daily maximum per diem rate.*

(4) Dependents Under 12 Years of Age. For each dependent who is under 12 years of age, the daily rate shall not exceed 50% of the daily maximum per diem rate.*

NOTE: If the temporary quarters are occupied in CONUS, the maximum daily rates for the first 30 days (based on the daily per diem rate of $85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are $85, $63.75, $63.75, and $42.50, respectively.

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee), the daily rate shall not exceed 75% of the daily maximum per diem rate.**

(2) Spouse Accompanying the Employee. For a spouse who accompanies the employee, the daily rate shall not exceed 50% of the daily maximum per diem rate.**

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 50% of the daily maximum per diem rate.**

(4) Dependents Under 12 Years of Age. For each dependent under 12 years of age, the daily rate shall not exceed 40% of the daily maximum per diem rate.**

****NOTE: If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are $63.75, $42.50, $42.50, and $34 respectively.***

e. 60-120 Days. When the order-issuing authenticating official authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days

shall be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. ***The total period of time for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

1. TQSE(AE) Calculation Chart. The per diem rate used in the following chart is for illustrative purposes only. See ***http://www.dtic.mil/perdiem/*** for current per diem rates.

CONUS Per Diem Rate:	**First 30 Days**		**After 30 Days**	
$85	**Formula**	**Maximum Reimbursement**	**Formula**	**Maximum Reimbursement**
Employee or Unaccompanied Spouse	$85	$85	$85 X .75	$63.75
Accompanied Spouse	$85 X .75	$63.75	$85 X .50	$42.50
Dependent 12 and older	$85 X .75	$63.75	$85 X .50	$42.50
Dependents Under 12	$85 X .50	$42.50	$85 X .40	$34

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable per diem rate of $85 times 5 days, totals $425. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is $223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., $440) TQSE(AE) is limited to $425. In a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis, an amount per day is apportioned.

3. TQSE(AE) Example 2. The order-issuing authority authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

PART C: TQSE(F)

C13300 PURPOSE

TQSE(F) is a ***discretionary allowance, not an entitlement***, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***. The order-issuing/authenticating official, ***not the employee***, determines if TQSE(F) is necessary.

Effective 19 February 2002
***C13302 LIMITATIONS**

1. The authorizing/order-issuing official, ***not the employee***, determines if TQSE(F) is necessary.

2. If the ***authorizing/order-issuing official chooses***, TQSE(F) may be offered to the employee.

3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the authorizing/order-issuing official authorizes/approves TQSE.

4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.

5. TQSE(F) may be authorized/approved for the number of days determined necessary, ***up to*** 30 days ***NOTE: The authorizing/order-issuing official is not required to authorize/approve the full 30 days.***

6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.

7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee.

8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

***C13305 TQSE(F) OPTION**

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (41 CFR §302-5.7).

When TQSE is authorized, the authorizing/order-issuing official may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate ***in effect at the new PDS when the TQSE(F) offer is accepted by the employee***. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, ***up to 30 days***. When deciding whether or not to offer TQSE(F) to an employee, authorizing/order-issuing officials should consider:

1. Administrative Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.

2. Cost Considerations

   a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.***

   b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-E3 or ***http://www.dtic.mil/perdiem/pdrform.html*** for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see ***http://www.dtic.mil/perdiem/opdrform.html***). ***TQSE(F) always is based on the PDS location maximum per diem rate.***

3. Employee Choice. TQSE(F) is based on a lower percentage of the locality per diem rate. If the order-issuing official offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). ***Once the employee selects a TQSE method, the selection may not be changed.***

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

A. HHT. The number of days paid or reimbursed for a HHT are ***never*** deducted from TQSE(F). See par. C4107 for HHT.

B. Basis for Payment. Payment of TQSE(F) is based on the total number of individuals (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only. Please check http://www.dtic.mil/perdiem/opdrform.html (OCONUS) and http://www.dtic.mil/perdiem/pdrform.html (CONUS), for current per diem rates***.

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the ***new PDS*** locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate.

NOTE: If temporary quarters are used in a locality where the per diem rate is $100, the maximum daily rates (based on the daily per diem rate of $100) in pars. C13320-C2a and C13320-C2b are $75 and $25, respectively.

D. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = $90 (lodging) + $30 (M&IE) = $120 total per diem.

c. Employee percentage = .75.

d. Dependent percentage = .25.

e. Number of dependents = 4.

2. Calculation for the Employee

a. multiply the maximum per diem rate ($120) by .75
$120 X .75 = $90.

b. multiply the answer in the previous step ($90) by the number of days authorized (30) $90 X 30 = $2,700.

c. In this example, the employee's TQSE(F) payment is $2,700.

3. Calculation for the Dependents

a. multiply the maximum per diem rate ($120) by .25 $120 X .25 = $30.

*b. multiply the answer in the previous step ($30) by the number of days authorized (30) $30 X 30 = $900.

c. In this example, each dependent's TQSE(F) payment is $900.

d. In this example, the four dependents total TQSE(F) payment is $3,600
4 X $900 = $3,600.

4. Total Payment. In this example the employee's TQSE(F) payment is $2,700 for himself and $3,600 for four dependents, for a total TQSE(F) payment of $6,300. $2,700 + $3,600 = $6,300.

E. TQSE(F) Computation Chart

Authorized Traveler	***Locality Per Diem Rate (for new PDS)***	***Percentage Rate Authorized***	***Days Authorized***	***Number of Travelers***	***Formula***	***Total Payment***
Employee	$120	.75	30	1	(($120 X .75) X 30) X 1	$2700
Dependent	$120	.25	30	4	(($120 X .25) X 30) X 4	$3600
					Total TQSE(F) Pmt	**$6300**

PART D: SUBMITTING CLAIMS FOR TQSE

For convenience, the suggested formats shown on the following pages may be used for claiming reimbursement, and also to record actual subsistence expenses.

*

This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer.

CLAIM FOR: Temporary Quarters Subsistence Expense Allowance (TQSE)
Submit with Travel Voucher or Subvoucher (DD Form 1351-2)

Employee Name:	**Grade:**
Date Reported for Duty:	**Date TQSE Began:**
New PDS:	
Date Vacated Old Residence: **Employee:** _____ **Dependents:** _____	**Date Occupied New Residence:** **Employee:** _____ **Dependents:** _____

Name(s) of Dependent(s) Included in Claim:
(Show only eligible members of family included in travel authorization)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

INSTRUCTIONS:

1. All expenses are to be itemized and only actual expenses claimed. Home meal cost is accumulated and averaged for all meals prepared at home.

2. If claimed expenses are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Payment for temporary quarters occupied at other than the old or new PDS location must be justified to, and approved by, the authorizing/order-issuing official.

3. If other claims are made for temporary quarters expenses in connection with this PCS move, explain. Attach copies of vouchers for paid claims.

4. If a separate claim was made for PCS travel from old to new PDS, explain. Attach copies of vouchers for paid claims.

5. If official TDY was performed during the TQSE reimbursement claim period, explain. Attach copies of vouchers for paid claims.

6. Permanent quarters occupancy occurs when the employee or any dependent occupies the permanent quarters.

7. Receipts are required for quarters expenses and any single expenses of $75 or more. If applicable, attach copy of lease.

Remarks or Explanations:

_____ _____
Employee Signature **Date**

DAILY ITEMIZATION OF CLAIMED TQSE EXPENSES											
			Number of Persons on TQSE		Meal Costs* (Include Tips)			Laundry & Dry Cleaning			
Date	Lodging Location	Cost	Employee(s)	Depn(s)	B'fast	Lunch	Dinner	Coin	Other	Daily Total Amount of Claim	***COMPUTATIONS FOR D. O. USE ONLY***

*** Show "C" for each commercial meal consumed and "H" for each home prepared meal consumed.**

1st 30 Days = $_____

2nd 30 Days = $_____

Add'l 60 Days = $_____

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-6)

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CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES

C14000 GENERAL

Effective: 1 April 1999
For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

*A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with:

1. the sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or

2. the purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

1. a PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;

2. the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;

3. the settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

4. the residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

(Effective 19 February 2002)

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October

1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in § 302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C4108 for change of station within the same city or area.

NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS as a civilian employee:

(a) a locally hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces);

(b) a locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and

(c) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C4103 is required for reimbursement of residence transaction expenses authorized under this paragraph. .

D. Sale of Residence in Anticipation of Transfer

*1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. ***Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.*** If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or a dependent(s), in a situation described in pars. C14000-E2b(1) through C14000-E2b(5) is deemed to have title to the residence whether or not named on the title document.

(1) Title Held In Trust. The property is held in trust and:

(a) the property is the employee's residence as described in par. C14000-A4;

(b) the employee and/or dependent(s) are the only beneficiary(ies) of the trust;

(c) the employee and/or dependent(s) retain the right to distribute the property for life;

(d) the employee and/or dependent(s) retain the right to manage the property;

(e) the employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and

(f) the employee provides the DoD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and;

(a) the property is the employee's residence as described in par. C14000-A4;

(b) the employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

(c) state or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and

(d) the employee provides the DoD component concerned with a copy of the financing document.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and:

(a) the property is the employee's residence as described in par. C14000-A4;

(b) the employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;

(c) the lender requires signature of the accommodation party on the finance document;

(d) the employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

(e) the accommodation party's name is on the title;

(f) the accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

(g) the employee provides the DoD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in pars. C14000-E2b(3)(a) through C14000-E2b(3)(f) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DoD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and:

(a) the property is the employee's residence as described in par. C14000-A4;

(b) the employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;

(c) the employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and

(d) the employee provides the DoD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

(a) the property is the employee's residence as described in par. C14000-A, item 4;

(b) the employee and/or dependent(s) has the right to use the property and to direct conveyance;

(c) only the employee and/or dependent(s) has made payments on the property;

(d) the employee and/or dependent(s) receives all proceeds from the sale of the property; and

(e) the employee provides documentation acceptable to the DoD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DoD component concerned.

F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee shall be reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others, or if an employee is deemed to have title interest under par. C14000-E2(b), the employee shall be reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee shall be reimbursed on a pro rata basis in the situations listed in subpars. a and b.

a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses shall be reimbursed on a pro rata basis.

b. Excess Land. The employee shall be limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

C14001 EXCLUSIONS

The following are not eligible for reimbursement under the provisions of this Chapter:

1. a new appointee assigned to a first PDS;

2. an employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;

3. an employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;

4. an employee, assigned to an OCONUS post of duty, returning for separation;

5. an employee performing renewal agreement travel and return to an OCONUS PDS in the same town or city. There is entitlement when the employee return is to an OCONUS PDS in a different town or city, or the old/new PDSs are located in the U.S.;

6. an employee hired locally (overseas local hire) at a location outside the U.S. upon transfer to a PDS in the U.S.

C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

a. searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;

b. preparing conveyances, other instruments, and contracts;

c. related notary fees and recording fees;

d. making surveys, preparing drawings or plats when required for legal financing purposes; and

e. expenses similar to those in items a through d.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

(1) FHA or VA fee for a loan application;

(2) loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

(3) cost of preparing credit reports;

(4) mortgage and transfer taxes;

(5) state revenue stamps;

(6) other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;

(7) charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);

(8) mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;

(10) expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence; and

(11) expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase.

b. Nonreimbursable Items. Except as otherwise provided in par. C14002-A4a, the following items of expense are not reimbursable:

(1) owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;

(2) interest on loans, points, and mortgage discounts;

(3) property taxes;

(4) operating or maintenance costs;

(5) no fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;

(6) expenses that result from residence construction; and

(7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;

b. failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.

7. Procedure and Claim Requirements. See par. C14003.

Effective for employees whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements shall not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and

2. 5 percent of the purchase price of a residence at the new PDS.

C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

*A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.

2. Residence Sale. The following supporting documents are required:

a. sales agreement;

b. property settlement document;

c. mortgage document (if prepayment fee is claimed, the document must include terms of payment);

d. title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;

e. paid invoices or receipts (of $75 or more) for each additional claimed expense item; and

f. property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.

3. Residence Purchase. The following supporting documents are required:

a. purchase agreement;

b. property settlement document;

c. loan closing statement;

d. title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;

e. paid invoices or receipts (of $75 or more) for each additional claimed expense item;

f. property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and

g. finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station:

a. an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and

b. a completed Travel Voucher or Subvoucher, DD Form 1351-2,

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

a. reasonable in amount, and

b. customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. the total claimed is within prescribed limitations,

2. all the conditions and requirements under which claims may be paid have been met, and

3. the expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: http://web1.whs.osd.mil/icdhome/forms.htm.

C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. applicable laws or the lease terms provide for payment of settlement expenses,

2. they cannot be avoided by subleasing or other arrangement,

3. the employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and

4. the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (***http://www.dtic.mil/comptroller/fmr/***) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost shall not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee which represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation:

1. a copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,

2. a statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. an itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.

C14005 RETURN FROM MILITARY DUTY

See par. C4110 for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

C14006 COMPTROLLER GENERAL DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER

A. Reimbursable and Nonreimbursable Expenses

B-251716 (02/10/93)	B-247860 (07/23/92)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)

B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

B-245650 (03/05/92)	B-236362 (11/09/89)	B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		

G. FHA or VA loan Application Fee

71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)	B-189639 (03/24/78)

H. Loan Origination Fees and Similar Charges

B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)

B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)	B-183162 (01/27/76)
B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)	

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)	64 Comp. Gen. 674 (1985)
B-215552 (12/11/84)			

O. Expenses Related to Construction of a Residence that are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)	B-232720 (09/13/89)
B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)	B-206051 (09/29/82)
B-184928 (09/15/76)			

P. Expenses that Result from Construction of a Residence

69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Nonreimbursable Items

B-248906 (11/18/92)	B-247860 (07/23/92)	B-246296 (03/30/92)	

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance Against Loss or Damage of Property

B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)	B-226010 (11/30/87)
B-227503 (08/20/87)	B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)
B-193578 (08/20/79)	B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)
B-185706 (12/17/76)	B-184928 (09/15/76)	B-183958 (04/14/76)	

S. Interest on Loans, Points, and Mortgage Discounts

B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)	B-218955 (04/11/86)
64 Comp. Gen. 266 (1885)			

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	

U. Operating or Maintenance Costs

70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)	B-215410 (11/14/84)
B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)	B-200167 (07/07/81)
B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)	

V. Finance Charges

B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	

Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)

B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)		

CHAPTER 15
USE OF RELOCATION SERVICE COMPANIES

PART A: USE OF RELOCATION SERVICE COMPANIES

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CHAPTER 15

PART A: USE OF RELOCATION SERVICE COMPANIES

Effective 9 December 1997
C15000 AUTHORITY

There is a DoD contract with a private firm under which DoD components may offer relocation services to employees described in this chapter. Examples of these services are:

1. home sale programs;

2. home finding assistance;

3. home marketing assistance;

4. spouse employment assistance;

5. property management (PM) services (see Part B); and

6. mortgage finding assistance.

C15001 DOD COMPONENTS' RESPONSIBILITIES

Each DoD component shall determine: 1) whether, to what extent, and under what conditions relocation services are offered to its employees who transfer within or between components or between DoD components and other agencies; and 2) which employees are offered relocation services.

C15002 GENERAL ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Employees Covered. Relocation services may be offered if an employee:

1. transfers from one official station to another in the Government's interest (not primarily for the employee's convenience or benefit, or at the employee's request), and

2. signs a transportation agreement (see ***NOTE 1***) as required in par. C4001 (see ***NOTE 2***).

****NOTE 1: If the employee violates the agreement terms, the Government reserves the right to recover from the employee all payments made on the employee's behalf to the relocation company (see Chapter 4, Part H).***

NOTE 2: A transportation agreement is not required for PM services under par. C15053 for a TCS.

B. Persons Not Covered. Relocation services shall not be offered to:

1. any new appointee;

2. employees assigned under the Government Employees Training Act (5 U.S.C. §4109); or

3. employees assigned/transferred to/from a duty station in a foreign area except (a) employees eligible for residence transaction expenses reimbursement as provided in par. C14000-C, and (b) employees eligible for property management services under Part B.

NOTE: See subpar. C1057-B1, item f, to authorize payment under a relocation contract for reappraisal and re-inspection of hurricane-damaged homes for employees relocating from or to Presidentially-declared disaster areas.

C15003 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Employees offered relocation services shall be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee shall not be allowed for expenses, authorized in other parts of this regulation, that are analogous or similar to expenses or the cost for services the DoD component pays under the relocation service contract.

C. Payments on Behalf of Ineligible Individuals. An eligible employee must meet the title requirements in par. C14000-E. Components shall not make payment to relocation companies that benefit ineligible individuals. For example, there is joint residence ownership by an eligible employee and a non-Government employee; the benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only that benefits share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C14000-F; the same logic and provisions apply regarding relocation services.

D. Maximum Home Value. The maximum home value under the DoD relocation contract for which home sale services are payable is $500,000, unless waived by the paying activity. If a home is sold under a home sale program at a price exceeding $500,000, the employee is responsible for any additional costs unless the maximum is waived in accordance with component regulations.

PART B: PROPERTY MANAGEMENT (PM) SERVICES

C15050 GENERAL

A. When PM Services may be Authorized. A DoD component may grant use of PM services when it determines that the PCS is in the Government's interest. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS. Payment for PM services may be authorized when an employee:

1. transfers in the Government's interest to a PDS in a foreign area;

2. is assigned to a foreign PDS, is transferred back to a U.S. or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;

3. transfers within the United States (including to/from/between non-foreign areas) and is eligible to sell a residence at Government expense;

4. is authorized TCS (see par. C4111); or

5. signs a tour renewal agreement with an effective date on/after 24 October 1997.

***NOTE*: In pars. C15050-A2 and C15050-A3 above, PM services are in lieu of the sale of the employee's residence at Government Expense.**

B. Obtaining PM Service. PM services may be:

1. obtained under the DoD National Relocation Program contract (see ***http://www.nab.usace.army.mil/whatwedo/realty2.htm***), or

2. self-procured rental agency services by the employee with reimbursement up to 10% of monthly rent.

C. Definitions

1. PM Services. PM services help an employee manage a residence at the old PDS as a rental property. The services include:

a. obtaining a tenant;

b. negotiating the lease;

c. inspecting the property regularly;

d. managing repairs and maintenance;

e. enforcing lease terms;

f. collecting the rent;

g. paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;

h. accounting for the transactions and providing periodic reports to the employee; and

i. similar services.

2. Foreign Area. See Appendix A.

3. Non-Foreign Area. See Appendix A.

4. United States. See Appendix A.

*D. Income Tax Consequences of PM Services. An employee is taxed on the amount of property management services expenses the Government pays a relocation service company or reimburses an employee. The DoD component also must pay the employee a relocation income tax (RIT) allowance for the additional Federal, State and local income taxes incurred on property management services expenses it pays to the relocation company for service to the employee or pays to the employee for self-procured PM services. The employee should be advised to consult with a tax advisor to determine the tax consequences of these payments and on maintaining the residence as a rental property.

E. Ineligible Employees. Employees ineligible for payment for PM services are:

1. new appointees;

2. employees assigned under the Government Employees Training Act (5 U.S.C. §4109); and

3. employees transferring entirely within a foreign area (except during a TCS (see par. C4111)). ***NOTE: Relocations entirely outside the U.S. (including non-foreign areas) do not affect previously authorized PM services as long as the employee continues to meet the requirements of par. C15051.***

C15051 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN A FOREIGN AREA

A. General. Components, through the Secretarial Process, may authorize payment for PM services on behalf of an employee when:

1. a transfer to a PDS in a foreign area is in the Government's interest;

2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C14000 or C15000 if transferred to or within the U.S.; and

3. the employee signs a service agreement.

NOTE: Payment for PM services may be authorized only on a residence at an employee's last U.S. PDS from which the employee transferred to a foreign area PDS.

B. Duration of Payment for PM Services. Payment for PM services may be made from the time an employee transfers to a PDS in a foreign area until one of the following occurs:

1. the employee transfers back to an official station in the U.S.;

2. the employee completes the tour of duty in a service agreement at the PDS and remains there, but does not sign a new service agreement (see ***NOTE***); or

3. the employee separates from Government service.

NOTE: To ensure that payment for PM services continues after completing a tour of duty in a service agreement, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.

A. When PM Services may be Authorized. PM services may be authorized only for a residence at the old U.S. or non-foreign area PDS. The authorizing/order-issuing official may authorize PM services when an employee is transferred

1. back to a different U.S. (including non-foreign area) PDS than the one from which the employee transferred to a foreign area PDS; or

2. within the U.S. (including non-foreign areas)

only if:

1. the employee's transfer is in the Government's interest;

2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C14000 or C15000;

3. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and

4. the employee has signed a service agreement incident to the transfer to the U.S. (or non-foreign area) PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When PM services under this paragraph are offered, the employee may elect to accept or decline such services in lieu of selling the residence at Government expense.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the U.S. (or non-foreign area) while the employee was assigned at a PDS in a foreign area if the employee elects to sell a U.S. (or non-foreign area) residence at Government expense when transferred from a foreign area PDS to a U.S. (or non-foreign area) PDS different than the one from which transferred to the foreign area PDS.

D. Residence Sale After Electing PM Services. An employee, who is offered and elects PM services under this paragraph, may later elect to sell the residence at Government expense within the applicable time limitation in Chapter 14. Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B1, no reimbursement is allowed for sale of the residence.

(Effective 19 February 2002)
*E. Payment Duration for PM Services. Payment for PM services under this paragraph must not exceed 2 years from the employee's effective date of transfer. For transfers within the U.S. or non-foreign areas (e.g., both PDSs are in the U.S and/or a non-foreign area), an extension under the conditions in par. C14000-B for up to two additional years may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

A. General. An employee authorized a TCS under par. C4111, is entitled to PM services for the residence at the previous official station when the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs:

1. the employee transfers back to the permanent official station;

2. the employee separates from the Government service;

3. the temporary official station becomes the PDS; or

4. the end of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

Effective 4 December 1997

PART C: HOME MARKETING INCENTIVE PAYMENTS

C15100 GENERAL

A. Purpose. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees who participate in the home sale program to independently and aggressively market, and find a bona fide buyer for, their residences. This significantly reduces the fees/expenses a DoD component must pay to relocation services companies and effectively lowers the cost of relocation programs.

B. Definitions

1. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a bona fide buyer.

C. Tax Consequences. A home marketing incentive payment is income. A DoD component must withhold and the employee may be liable for income taxes. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

C15101 ELIGIBILITY

Effective 4 December 1997 a DoD component may offer a home marketing incentive to employees who:

1. are authorized to transfer; and

2. otherwise meet requirements for residence sale at Government expense.

C15102 PAYMENT CONDITIONS

A. Employees. To qualify for a home marketing incentive payment, an employee must:

1. enter the residence in the DoD component's home sale program,

2. independently and aggressively market the residence,

3. find a bona fide buyer for the residence as a result of independent marketing efforts,

4. transfer the residence to the relocation services company through which the buyer completes the sale, and

5. meet any additional conditions established by the DoD component.

B. DoD. The DoD component must pay a reduced fee/expenses to the relocation services company as a result of the employee's independent marketing efforts. The order-issuing official shall determine when payment of a home marketing incentive payment is authorized.

C15103 MAXIMUM AMOUNT PAYABLE

The DoD component determines the amount of a home marketing incentive payment (see ***NOTE***); however, the payment may not exceed the lesser of:

1. One to five percent of the price the relocation service company paid when it purchased the residence from the employee;

Example: The relocation services company gives the employee a buyout offer of $150,000 for the residence. The DoD component decides how much of an incentive they wish to pay (1% to 5%). If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is $1,500 ($150,000 x 1% = $1,500). A 3% incentive is $4,500 ($150,000 x 3% = $4,500) and a 5% incentive is $7,500 ($150,000 x 5% = $7,500).

2. $10,000; or

3. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

***NOTE*: If no savings are realized, a home marketing incentive may not be paid.**

The percentages shown are for illustrative purposes only.

Example: The relocation company gives the employee an "amended value" or "amend-from-zero" offer or closes an "assigned sale" offer that matches the outside buyer offer of $150,000. The service cost to the DoD component for the relocation company to provide the regular "guaranteed home sale" service is 20.84% of the appraised value of the home. An "amended value", "amend-from-zero", or "assigned sale" offer home sale service cost is 12.43% of the amount of the outside buy offer.

The Service is willing to pay a 4% incentive (under item 1 above). A regular "guaranteed" appraised value offer is $150,000 x 20.84% = $31,260 service fee to the relocation company for providing the home sale service. The "amended" or "amend-from-zero" or "assigned sale" offer is $150,000 x 12.43% = $18,645 service fee to the relocation company. In this example:

The 4% incentive is $6,000 ($150,000 x 4% = $6,000)

The flat limitation of $10,000, and

One half of the savings realized is $6,307.50. (There is a service fee savings to the DoD component of $12,615 ($31,260 - $18,645 = $12,615). One half of $12,615 = $6,307.50.)

Based on the comparison of $6,000 (item 1), $10,000 (item 2), and $6,307.50 (item 3), the employee would receive $6,000.

CHAPTER 16
INCOME TAX ALLOWANCES

PART A: RELOCATION INCOME TAX (RIT) ALLOWANCE

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CHAPTER 16
INCOME TAX ALLOWANCES

*PART A: RELOCATION INCOME TAX (RIT) ALLOWANCE

C16001 AUTHORITY

Payment of a RIT allowance is authorized under 5 U.S.C. §5724b. The payment is to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local ***income taxes*** incurred by an employee, or by an employee and spouse if a joint tax return is filed, as a result of reimbursement or payment of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. The RIT allowance does not include reimbursement for ***employment*** type taxes (e.g., FICA and FUTA taxes). If certain requirements are met, reimbursements for moving expenses that are deductible do not constitute income to the employee. These expenses and allowances may be furnished in kind, reimbursed, or provided as an allowance by the Government. Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee. See par. C16004. Payment of the RIT allowance also is authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)). The RIT allowance shall be calculated and paid as provided in this Chapter.

C16002 DEFINITIONS AND DISCUSSION OF TERMS

In this Chapter, the following definitions apply:

A. Earned Income. For purposes of the RIT allowance, "earned income" includes only the:

1. gross compensation (salary, wages, or other compensation such as reimbursement for moving expenses and the related WTA (see subpar. D11) and any RIT allowance (see subpar. C) paid for moving expense reimbursement in a prior year) reported as income on IRS Form W-2 to an employee (employee and the employee's spouse, if filing jointly); and if applicable;

2. net earnings (or loss) for self-employment income shown by the employee (and the employee and the employee's spouse if filing jointly) on Schedule SE of IRS Form 1040.

Earned income may be from more than one source. See par. C16008-D.

B. Reimbursements

1. Covered Moving Expense Reimbursements or Covered Reimbursements. As used in this Chapter, these terms include:

a. the moving expenses, listed in par. C16004, which are potentially covered by the RIT allowance and which may be furnished in kind, or

b. for which reimbursement or an allowance is provided by the Government.

2. Covered Taxable Reimbursements. Covered moving expense reimbursements that constitute non-qualified moving expense reimbursements and are included in the employee's gross income.

3. Year 1 or Reimbursement Year. The calendar year in which reimbursement or payment for non-deductible moving expenses is made to, or for, an employee under the provisions of this Chapter. These reimbursements (see par. C16006) are reported on IRS Form W-2 to the IRS as income (wages, salary or other compensation) to the employee for that tax year under the provisions of the IRC and IRS regulations, and are subject to Federal income and employment tax withholding. The withholding tax allowance (WTA) (see subpar. D11) is

calculated in Year 1 to cover the employee's Federal income (but not employment) tax withholding obligations each time covered moving expenses result in a Federal tax-withholding obligation. For purposes of this Chapter, an advance of funds for any of the covered moving expenses is not a reimbursement or a payment until the travel voucher including those expenses is settled. If an employee's reimbursement for moving expenses is spread over more than 1 year, that employee has more than one Year 1.

4. Year 2 or RIT Payment Year. The calendar year in which a claim for the RIT allowance is paid.

a. General. Ordinarily, Year 2 is the calendar year immediately following Year 1. It is the year in which an employee files a tax return reflecting the tax liability for the payment or reimbursement received in Year 1. However, there may be instances when an employee's claim and/or payment of the RIT allowance is delayed beyond the calendar year immediately following Year 1. (Year 1 is always the calendar year that reimbursements are received; see subpar. 3). Year 2 is the calendar year in which the RIT allowance actually is paid.

b. Calculated in Year 2. The RIT allowance is calculated in Year 2 and paid to cover the additional income (but not employment) tax liability (resulting from moving expense reimbursements or payments received in Year 1) not covered by the WTA paid in Year 1. If an employee's covered taxable reimbursements or payment are spread over more than one year, the employee has more than one Year 2.

C. RIT Allowance. The payment amount computed and paid in Year 2 to cover substantially all of the estimated additional Federal, State and local income (but not employment) tax liability incurred as a result of the covered moving expense reimbursements received in Year 1.

D. Tax Information

1. Combined Marginal Tax Rate (CMTR). A single rate determined by combining the applicable marginal income tax rates for Federal (or Puerto Rico, when applicable), State and local income taxes, using the formulas provided in par. C16008-E5.

2. Federal Withholding Tax Rate (FWTR). The tax rate applied to incremental income to determine the amount to be withheld for Federal income tax. Because moving expense reimbursements are "supplemental wages" for Federal income tax purposes, the 28 percent flat rate of withholding ordinarily is applicable to these reimbursements (see par. C16007-C). DoD components should refer to the Treasury Fiscal Requirements Manual, ITFRM 3-5000, and applicable IRS regulations for complete and up-to-date information.

3. "Gross-up". Payment for the estimated additional income (but not employment) tax liability incurred by an employee as a result of reimbursements or payments by the Government for the covered moving expenses listed in par. C16004.

4. "Gross-up" Formulas. The formulas used to determine the "gross-up" amount for the WTA and the RIT allowance (see pars. C16007-D and C16008-F) to compensate an employee for the initial tax, the tax on tax, etc. ***NOTE: The WTA "gross-up" formula in par. C16007-D is different than the RIT "gross-up" formula in par. C16008-F.***

5. Local Income Tax. A tax, imposed by a recognized city or county tax authority, that is deductible for Federal income tax purposes as a local (city or county) income tax under section 164(a)(3) of the IRC. For purposes of this chapter:

a. City. "City" means any unit of general local government classified as a municipality by the Bureau of the Census, or which is a town or township that in the determination of the Secretary of the Treasury possesses powers and performs functions comparable to those associated with municipalities, is closely settled, and contains within its boundaries no incorporated places as defined by the Bureau of the Census (31 CFR 215.2(b)(1)).

b. County. "County" means any unit of local general government which is classified as a county by the Bureau of the Census (31 CFR 215.2(e)).

6. Marginal Tax Rate (MTR). The income tax rate (for example 33 percent) applicable to a specific increment of income. The Federal and State marginal tax rates to be used in calculating the RIT allowance are provided in Appendix R. See par. C16008-E3 for instructions on local marginal tax rate determinations.

7. Deductible Moving Expenses

a. All Moves. Under Section 217(b) of the IRC, employees may deduct, as an "adjustment to gross income," only certain, limited, categories of expenses if the move is a "qualified move." As an adjustment to gross income, a qualified moving expense may be deducted by an employee who files the "long form" (IRS Form 1040) as an adjustment to gross income. An adjustment to gross income can be deducted whether or not the employee claims itemized deductions on the tax return. For this purpose, to be a qualified move, the move to a new PDS must satisfy the following two requirements:

(1) Minimum Distance Requirement. Under Section 217(c) of the IRC, a deduction for certain moving expenses is allowed unless the distance between the new PDS and the employee's former residence is 50 miles farther than the distance between the employee's former residence and the former PDS.

(2) Minimum Duration of Employment Requirements. Under Section 217(c)(2) of the IRC, moving expenses are not deductible unless the employee meets either the "39-week test" or the "39-78 week test." The 39-week test requires that the employee be a full time employee for at least 39 weeks during the 12-month period immediately following arrival at the new PDS. The 39-78 week test ordinarily only applies to a self-employed individual. For more information on these requirements, consult IRS Publication 521, Moving Expenses.

The following expenses qualify for deduction as moving expenses:

(1) Movement of HHG's and Personal Effects from the Former PDS to the New PDS. These expenses include up to 30 days of temporary storage (and associated insurance premiums) of the employee's HHG's, connecting and disconnecting utilities due to the move, and shipping a POV and household pets.[1]

(2) Traveling Expenses Incurred by the Employee and Members of the Employee's Household from the Former PDS to the New PDS. However, travel expenses do not include expenses for meals. The deduction applies to the expenses of only one trip made by the employee and the members of the employee's household. However, the employee and household members need not travel together. Deductible lodging expenses include those expenses incurred travelling from the old PDS to the new PDS and expenses on the day of arrival at the new PDS before occupying a new residence and on the day of departure from the old PDS after vacating the old residence. The employee can deduct either actual out-of-pocket expenses or a standard mileage rate (see IRS publications for the current rate) and the costs of parking and tolls. Travel expenses that do not qualify for deduction include expenses incurred after the day of arrival at the new PDS (i.e., while awaiting permanent quarters); expenses incurred before departure from the old PDS; house or apartment hunting trips; depreciation; trips back to the old PDS or former residence (even if family members are still there); or trips to sell personal or real property.

(3) Qualified Moving Expense Reimbursements. Those reimbursements that DoD pays directly to an employee or to a third party on behalf of an employee (e.g., to a moving company) which would be

[1] Expenses which do not qualify for deduction include storage charges (other than in transit storage); costs incurred in connection with the acquisition or disposition of the employee's residence at the new and old PDS, respectively; mortgage or lease penalties; expenses of refitting rugs, draperies and other furnishings; and losses incurred due to canceled tuition and membership fees.

deductible under IRC section 217 if paid directly by the employee (see pars. C16002-D7 and C16004-A-H). Qualified moving expense reimbursements are excluded from the employee's gross income (see pars. C16004 and C16007-G).

(4) Non-qualified Moving Expense Reimbursements. Those reimbursements that DoD pays directly to an employee or to a third party on behalf of an employee (e.g., to a relocation service company) which would ***not*** be deductible under IRC section 217 if paid directly by the employee. Non-qualified moving expense reimbursements are included in the employee's gross income (see pars. C16004 and C16007-G).

b. Foreign Moves. Under Section 217(h) of the IRC, a broader category of moving expenses may be deducted. For this purpose, a foreign move is a move from the United States or any of the possessions to a foreign country, a move from one foreign country to another or a move within a foreign country. A move from a foreign country back to the United States does not qualify. In addition to the expenses referred to under "All Moves," above, the expenses of moving HHG's and personal effects to and from storage and storing items during the period of time the employee works at the new PDS in a foreign country are deductible.

8. State "Gross-up". Payment for the estimated additional State income tax liability incurred by an employee as a result of reimbursements or payments by the Government for the covered moving expenses listed in subpar. D7 that are deductible for Federal income tax but not for State income tax purposes.

9. State "Gross-up" Formula. The formula in par. C16008-F3 is used in determining the amount to be included in the RIT allowance to compensate an employee for the additional State income tax incurred in States that do not allow the deduction of moving expenses.

10. State Income Tax. A tax, imposed by a State tax authority, that is deductible for Federal income tax purposes as a State income tax under section 164(a)(3) of the IRC. "State" means any one of the several States of the United States and the District of Columbia.

11. Withholding Tax Allowance (WTA). The WTA, paid in Year 1, is meant to substantially cover an employee's Federal income tax withholding liability on covered taxable reimbursements received in Year 1. The amount is computed by applying the withholding "gross-up" formula in par. C16007-D (using the Federal withholding tax rate) each time a Federal withholding obligation is incurred on covered moving expense reimbursements received in Year 1. Grossing-up the Federal withholding amount protects an employee from having to use part of the moving expense reimbursement to pay Federal withholding taxes. See par. C16007.

C16003 COVERAGE

A. Eligible Employees. The RIT allowance is authorized for employees transferred in the Government's interest between PDSs.

B. Non-eligible Employees. The RIT allowance is not payable to:

1. any new appointee (see par. C4050-A);

2. employees assigned under the Government Employees Training Act (see par. C4500); and

3. employees returning from OCONUS assignments to separate.

C16004 COVERED MOVING EXPENSE REIMBURSEMENTS AND GENERAL LIMITATIONS

Covered moving expense reimbursements are those moving expenses, listed in par. C16004, which are potentially covered by the RIT allowance and which may be furnished in kind, or for which reimbursement or an allowance is provided by the Government. Moving expenses are covered by the RIT allowance, and thereby constitute "covered taxable reimbursements" only to the extent that they are (1) actually paid or incurred, and (2) are not excludible

from the employee's gross income. Under section 132 of the IRC, reimbursements of or payments for moving expenses are excludible from an employee's gross income for Federal income and employment tax purposes if the reimbursements are "qualified moving expense reimbursements." For this purpose, a qualified moving expense reimbursement is a reimbursement for or payment of moving expenses which are deductible under IRC section 217 if paid directly by the employee (see pars. C16002-D7 and C16004-A through C16004-H below.) Qualified moving expense reimbursements paid directly to the employee are reported in Block 13 of the employee's Form W-2 and are identified as an excludible "Code P" payment. Qualified moving expense reimbursements paid to a third party on behalf of an employee (e.g., to a moving company) are not reported on Form W-2. Any non-qualified moving expense reimbursements will be reported in block 1 of the Employee's Form W-2 as "Wages, Tips, or other Compensation." To the extent they constitute non-qualified moving expense reimbursements, the expenses or allowances listed in pars. C16004-A through C16004-H below constitute "covered taxable reimbursements" and are covered by the RIT allowance:

A. En route Travel. Travel expenses, including per diem and meals, that are not included in the categories of deductible moving expenses, under par. C16002-D7, above. Unless DoD knows of specific facts that indicate the employee will not satisfy the time and distance tests of IRC section 217 (see par. 16002-D7), DoD can reimburse an employee for lodging expenses incurred traveling from the old PDS to the new PDS and for those expenses incurred on the day the old residence is vacated and the day of arrival at their new residence and can treat the reimbursements as "qualified moving expense reimbursements." Reimbursements for meals always constitute "non-qualified moving expense reimbursements" and are included in the employee's gross income.

B. HHG Shipment. HHG transportation expenses between the PDSs are not included in the categories of deductible moving expenses, under par. C16002-D7, above. Unless DoD knows of specific facts that indicate the employee does not satisfy the time and distance tests of IRC section 217 (see par. 16002-D7), DoD can either reimburse its employees for expenses incurred in shipping HHGs from one PDS to another or can contract to have this service provided to its employees as "qualified moving expense reimbursements."

C. Mobile Home Movement. Reimbursement for the expense of moving a mobile home for use as a residence by the employee when movement is authorized instead of shipment and temporary storage of HHG. See Chapter 10. Reimbursements for shipment of a mobile home always constitute "non-qualified moving expense reimbursements" and are included in the employee's gross income.

D. House-Hunting Trip. Reimbursement for the travel (including per diem) and transportation expenses of an employee and spouse for one round trip to the new PDS to locate a permanent residence or quarters is authorized. See par. C4107. Reimbursements for these expenses always constitute "non-qualified moving expense reimbursements" and are included in the employee's gross income."

E. Temporary Quarters. Reimbursement is authorized for the employee's and immediate family's subsistence expenses during temporary quarters occupancy at the new PDS. See Chapter 13. Reimbursements for these expenses constitute "non-qualified moving expense reimbursements" and are included in the employee's gross income. ***NOTE: Do not include the Foreign Transfer Allowance (FTA), Predeparture Subsistence Expense Portion in gross income for Federal income tax purposes (See DSSR 054 available at: http://www.state.gov/www/perdiems/dssr/regs072.html#054).***

F. Real Estate Expenses. Allowable expense for residence sale (or settlement expenses of an unexpired lease) at the old PDS and for residence purchase at the new PDS for which reimbursement is received by an employee. See Chapter 14. Reimbursements for these expenses always constitute "non-qualified moving expense reimbursements" and are included in the employee's gross income."

G. Miscellaneous Expense Allowance. An allowance to defray expenses associated with discontinuing a residence at the old PDS and establishing a residence at the new PDS in connection with an authorized/approved PCS. See Chapter 9. Examples of reimbursable costs are the costs of disconnecting/connecting appliances, equipment, and utilities involved in relocation. Since the cost of connecting or disconnecting utilities, required because the employee is moving HHG, appliances or personal effects, is a deductible moving expense, as long as it is reasonable to believe that the employee will satisfy the time/distance tests of IRC section 217, the total amount of reimbursement for these expenses constitutes "qualified moving expense reimbursements' and are not included in the employee's gross income." Reimbursements from the miscellaneous expense allowance for all other expenses always constitute "non-qualified moving expense reimbursements' and are included in the employee's gross income.

*H. Relocation Services. DoD components contract with private firms and may offer certain relocation services to employees. See Chapter 15. Examples are:

1. Home sale programs.

2. Home finding assistance.

3. Home marketing assistance.

4. Spouse employment assistance.

5. Property management services (whether self-procured rental agency services or obtained under the DoD National Relocation Program).

6. Mortgage finding assistance.

The full amount paid for, or the fair market value of, relocation services provided in-kind to an employee may constitute "non-qualified moving expense reimbursements" and may be included in the employee's gross income. Affected employees should check with their servicing finance offices and/or with a tax professional.

NOTE: See the reference shown for each allowance listed in pars. C16004-A through C16004-H above. See IRC section 217 for moving expenses.

C16005 COVERAGE EXCLUSIONS

This Chapter is not applicable to:

1. any tax liability resulting from reimbursed expenses for NTS of HHG;

2. any tax liability resulting from an excess of reimbursed amounts over the actual expenses paid or incurred. For instance, if an employee's reimbursement for HHG movement is based on the commuted rate schedule and the actual moving expenses are less than the reimbursement, the tax liability resulting from the difference is not covered by the RIT allowance. See par. C16008-C;

3. any tax liability resulting from the payment of recruitment, retention, or relocation bonuses authorized by OPM pursuant to 5 U.S.C. §5753 and §5754, or any other provisions which allow relocation payments that are not reimbursements for travel, transportation, and other expenses incurred in relocation.

4. any employment taxes (e.g., FICA and FUTA taxes).

C16006 GENERAL PROCEDURES

A. General. This paragraph prescribes RIT allowance computation and payment procedures and DoD component and employee responsibilities. This paragraph does not require changes to internal fiscal procedures established by individual DoD components pursuant to IRS regulations, or the Treasury Fiscal Requirements Manual, provided that the intent of the statute authorizing the RIT allowance and this regulation are met by the DoD components' fiscal procedures.

B. Gross Income Inclusions. The total amount reimbursed or paid to, or on behalf of, an employee for travel, transportation and other relocation expenses which are not deductible under section 217 of the IRC is includable in the employee's gross income as compensation pursuant to section 82 and 132(g) of the IRC and certain State or Local Government tax codes. Some reimbursed moving expenses may be deducted as an adjustment to gross income by an employee as moving expense deductions, subject to certain limitations prescribed by the IRS or pertinent State or local tax authorities. Reimbursements of and payment for moving expenses that qualify for the moving expense deduction must not be included in gross income if the employee has not previously deducted the expenses. Rather, these items are excludible from the employee's gross income. See IRS Publication 521 entitled "Moving Expenses" and the appropriate State and local tax codes for detailed information.

C. Tax Withholding. Usually, if an employee is reimbursed for nondeductible moving expenses, the reimbursement amount is subject to withholding of Federal income and employment taxes in accordance with IRS regulations at the time of reimbursement. See the Treasury Fiscal Requirements Manual for Federal Agencies for current procedures regarding deduction of an employee's withholding obligation from reimbursements and/or salary.

D. WTA Offsets Deductions. Payment of a WTA offsets deductions for the Federal income tax withholding, on moving expense reimbursements and on WTA itself, from an employee's moving expense reimbursements or from salary.

E. RIT Allowance Computation Schedule. The RIT allowance total amount may be computed after the end of Year 1 as soon as the earned income level, income tax filing status, total covered taxable reimbursements, and the applicable marginal tax rates are determined. Employee claims for the RIT allowance should be submitted in accordance with this regulation and the DoD components' procedures.

F. Computation and Payment procedures. The FTR prescribes the procedures for computation and payment of the WTA (see par. C16007) and the RIT allowance (see par. C16008).

C16007 PROCEDURES FOR DETERMINING THE WTA IN YEAR 1

A. General Rules. The WTA is designed to cover only an employee's withholding tax obligation for Federal income taxes on income resulting from covered moving expense reimbursements (see definition in par. C16002-B1). Other withholding tax obligations (e.g., employment taxes and State and local income taxes) shall not be included in the WTA payment calculation. The WTA amount is equal to the Federal income tax withholding obligation incurred by an employee on covered moving expense reimbursements (which do not constitute qualified moving expense reimbursements) and on the WTA itself. Each time covered moving expense reimbursements are paid to or on behalf of an employee, the WTA must be calculated, paid, accounted for, and reported as provided in subpars. B through F.

B. Reimbursement Amount Subject to Withholding Determination. Under IRS regulations, income resulting from reimbursements for nondeductible moving expenses is subject to withholding of Federal income and employment taxes (see IRS Publication 521, "Moving Expenses"). There are some moving expenses which may be reimbursed but are not treated as taxable reimbursements (see definition in par. C16002-B2) for the purposes of the WTA and RIT allowance calculations, (see exclusions in par. C16005). Therefore, the actual amount of the covered taxable reimbursements may be different than the amount of nondeductible moving expenses subject to Federal income tax withholding. Because the difference in these amounts should not be substantial, the amount of nondeductible moving expenses subject to Federal income tax and employment withholding, as determined by the DoD component concerned pursuant to IRS regulations, may be used in calculating the WTA. **(*NOTE: The RIT calculation procedure in par. C16008 requires determination of covered taxable reimbursements.*)**

C. Federal Withholding Tax Rate (FWTR) Determination. Moving expense reimbursements of and payments for nondeductible moving expenses constitute supplemental wages for Federal income tax purposes. Therefore, a DoD component must withhold at the withholding rate applicable to supplemental wages. Currently, the rate of withholding on supplemental wages is a flat 28 percent. The supplemental wages withholding rate MUST be used in calculating the WTA unless, under a DoD component's withholding procedures, a different withholding rate is used pursuant to IRS tax regulations. In such cases, the applicable withholding rate shall be substituted for the supplemental wages withholding rate in the calculation shown in subpar. D.

D. Withholding Tax Allowance (WTA) Calculation. The WTA is calculated by substituting the amounts determined in subpars. B and C, above into the WTA "gross-up" formula shown below:

Formula: $$Y = \frac{X\ (N)}{1-X}$$

where Y = WTA
X = FWTR (generally 28 percent)
N = nondeductible moving expenses/covered taxable reimbursements

Example: If X = 28 percent
N = $20,000

Then $$Y = \frac{.28}{1.00 - .28}(\$20{,}000)$$
Y = .3889 ($20,000)
Y = $7,778.00

E. WTA Payment and Employee Agreement for Repayment

1. WTA Calculation Frequency. Each time an employee is reimbursed for moving expenses which are subject to Federal withholding in accordance with IRS regulations, the WTA must be calculated and paid unless the employee fails to comply with the requirements in subpar. 2.

2. Employee Agreement for Payment. An employee must agree in writing to:

a. repay any excess amount paid in Year 1 (see pars. C16008-F5 and C16009-B3), and

b. submit the required certified tax information and claim for RIT allowance within 120 days after the close of Year 1, unless an extension is granted by the employee's commanding officer or designee.

Failure of an employee to comply with this requirement precludes the WTA payment. The entire WTA is an excess payment if the RIT allowance claim is not submitted in a timely manner to settle the RIT allowance account.

F. Employee's Withholding Tax on WTA Determination. Since the WTA amount is compensation income to an employee, it is subject to the same tax withholding requirements as all other moving expense reimbursements. (See Treasury Fiscal Requirements Manual for Federal Agencies, Section 4080, Moving Expense Reimbursements, for withholding requirements.)

G. End of Year Reporting. At the end of the year, DoD components ordinarily are required to issue IRS Forms W-2 for each employee showing total gross compensation (including non-qualified moving expense reimbursements) and the applicable amount of Federal taxes withheld. For income and employment tax reporting purposes, the WTA is to be treated as a non-qualified moving expense reimbursement. The total amount of the employee's WTA's paid during the year as well as the amount of non-qualified moving expense reimbursements are reported in block 1 of the employee's Form W-2 as "Wages, Tips, or other Compensation." The Federal income and employment tax-withholding amount applicable to the moving expense reimbursements and the WTA also should be included on an employee's Form W-2. The amount of the WTAs also are furnished to an employee along with the amount of non-qualified moving expense reimbursements on an itemized listing provided for the employee's use in preparing the income tax return (see IRS regulations for further guidance) and in claiming the RIT allowance as provided in par. C16008.

C16008 RULES AND PROCEDURES FOR DETERMINING THE RIT ALLOWANCE IN YEAR 2

A. Summary/Overview of Procedures. The RIT allowance is calculated and claimed in Year 2 or the RIT Payment Year (see definition in par. C16002-B4). This may be done as soon as an employee determines earned income (as defined in par. C16002-A), income tax filing status, covered taxable reimbursements for Year 1 (see definition in par. C16002-B3), and the applicable marginal tax rates. The RIT allowance is calculated using the gross-up formula. Since the RIT allowance is taxable compensation under the IRC, the required level of withholding taxes on the RIT allowance are deducted and the balance constitutes the net payment to an employee. Rules, procedures, and examples for these calculations are provided in subpars. B through G. Prescribed tax tables are found in Appendix R.

B. General Rules and Assumptions

1. Procedures. The following procedures for calculating and paying the RIT allowance are based on assumptions jointly developed by GSA and IRS, and tax tables developed by IRS. This approach avoids a potentially controversial and administratively burdensome procedure requiring the employee to furnish extensive documentation, such as certified copies of actual tax returns and reconstructed returns, in support of a claim for a RIT allowance payment. Those assumptions are:

a. an employee does not claim any allowable moving expense adjustments for the tax year in which the corresponding moving expense reimbursements are included in income;

b. an employee receives the benefit of the exclusion from gross income of the reimbursements of or payment for those moving expenses for which a deduction could be claimed.

c. the State and local tax rates for Year 1 and Year 2 remain the same or are not substantially different. Therefore, the State and local tax rates for Year 1 shall be used in calculating the CMTR for Year 2.

2. Estimate of Tax Liability. The prescribed procedures must be used without being adjusted to accommodate an employee's unique circumstance which may differ from the assumed circumstances stated in par. C16008-B1.

3. Adjustment. An adjustment of the RIT allowance paid in Year 2 for the covered taxable reimbursements received in Year 1 is required if the tax information certified in the RIT allowance claim is different from that shown on the actual Federal tax return filed with IRS for Year 1 or changed for any reason after filing of the tax return, so as to affect the CMTRs used in the RIT allowance calculation. See par. C16010 for claims procedures.

C. Covered Taxable Reimbursement Amount Determination

1. General. The amount of covered taxable reimbursements is the sum of all non-qualified moving expense reimbursements. These are "covered moving expense reimbursements" authorized under par. C16004 that DoD pays directly to an employee or to a third party on behalf of an employee (e.g., to a moving company) which would ***not*** be deductible under IRC section 217 if paid directly by the employee. These reimbursements are included in the employee's gross income (see pars. C16004 and C16007-G). If an employee does not satisfy the IRC time and/or distance requirements, the amount of "covered moving expense reimbursements" and the amount of "covered taxable reimbursements" are the same.

2. When Reimbursements Span More Than 1 Year. Some employees receive covered moving expense reimbursements over a span more than one year. Each year will be evaluated and reported separately. Qualified moving expense reimbursements are excluded from the employee's gross income in the year the reimbursement is made or the in-kind benefit provided. Non-qualified moving expense reimbursements are included in the employee's gross income in the year the reimbursement is made or the in-kind benefit provided.

3. WTA Excluded From Taxable Reimbursement. Although the WTA amount is included in income (see par. C16007), it shall not be included in the amount of covered taxable reimbursements. Under the established procedures and formulas, the proper RIT allowance amount is calculated using the RIT "gross-up" formula with the WTA and any prior RIT allowance payments excluded from covered taxable reimbursements.

4. Reimbursements Not Covered by RIT. DoD components are cautioned that there may be moving expenses reimbursed to an employee that are not covered by the RIT allowance. See exclusions in par. C16005; also see discussion in par. C16007 regarding covered taxable reimbursements versus nondeductible expense.

*D. Income Level and Filing Status Determination. To determine the CMTRs needed to calculate the RIT allowance, an employee must determine the appropriate amount of earned income (as prescribed herein) that was or will be reported on the Federal income tax return for the tax year in which the covered taxable reimbursements were received (Year 1). This amount also must include the spouse's earned income if the "married filing jointly" filing status is claimed. For purposes of this Chapter, appropriate earned income includes only the amount of gross compensation reported on IRS Form(s) W-2, and, if applicable, the net earnings (or loss) from self-employment income as shown in Schedule SE of IRS Form 1040 (see par. C16002-A). ***Even though reported on IRS Form 1099, and not Form W-2, military retired pay (and only military retired pay) is part of earned income (B-256731, November 8, 1994 and GSBCA 15500-RELO, August 14, 2001).*** (Note that reimbursements for moving expenses that are not deductible, including the WTA amounts and any RIT allowance paid for a prior Year 1, are to be included in earned income and should be shown as income on the Form W-2. If prior Year 1 WTA and RIT allowance amounts are not included on the Form W-2, other appropriate documentation must be furnished by the DoD component. See par. C16007-G.) The earned income amount as determined under this paragraph and the tax filing status must be contained in a certified statement on, or attached to, the voucher claiming the RIT allowance. See par. C16010. If a joint filing status is claimed and the spouse's earned income is included, the spouse also must sign the certified statement. If the spouse does not sign the statement, earned income includes only the employee's

earned income and the RIT allowance is calculated on the basis that the employee is **[married filing a separate return]** or **[a single tax payer]**, except when an employee is allowed, under IRS rules, to file a joint return as a surviving spouse.

E. Combined Marginal Tax Rates (CMTRS) Determination. The "gross up" formula used to calculate the RIT allowance in par. C16008-E5 requires the use of two CMTRs -- one for Year 1 in which reimbursements were received and the other for Year 2 in which the RIT allowance is paid. CMTRs are single tax rates calculated to represent the Federal, State and/or local income tax rates applicable to the earned income determined in par. C16008-E4 for Year 1. The CMTRs are determined as provided in pars. C16008-E2 through C16008-E4.

1. Federal Marginal Tax Rates. The Federal Marginal tax rates for Years 1 and 2 are determined by using the income level and filing status determined under par. C16008-D and contained in the certified statement by an employee (or employee and spouse) on the RIT allowance claim, and applying the prescribed Federal tax tables contained in the tables in Appendix R. For example, if the income level for a given tax year (Year 1) was $84,000 for a married employee filing a Federal joint return, the Federal marginal tax rate is 33 percent for Year 1 and 28 percent for Year 2. These rates are used regardless of how much of the $84,000 is attributable to reimbursement for the employee's non-deductible moving expenses. (Note that these marginal rates are different from the flat 28 percent withholding tax rate used for the WTA.) If an employee incurs only Federal income tax (i.e., there are no State or local taxes), the Federal marginal tax rate determined from the tables in Appendix R are the CMTRs used in the RIT "gross-up" formula provided in par. C16008-F. In these cases, the provisions of pars.C16008-E2 and C16008-E3 do not apply.

2. State Marginal Tax Rate

a. Determining Applicable State Marginal Tax Rate. If an employee incurs an additional State income tax (see definition in par. C16002-D10) liability as a result of moving expense reimbursements, the appropriate State tax table in Appendix R must be used to determine the applicable State marginal tax rate for use in the formula to determine the CMTR for both Years 1 and 2. The appropriate State tax table is the one that corresponds to the tax year in which the reimbursements are paid to an employee (Year 1). The income level determined in par. C16008-D for Federal taxes shall be used to identify the appropriate income bracket in the State tax table. The applicable State marginal tax rate is obtained from the selected income bracket column for the State to which an employee is required to pay State income tax on moving expense reimbursements. The tax rates shown in the table apply to all employees regardless of their filing status, except where a separate rate is shown for a single filing status.

b. Earned Income Less Than Lowest Income Bracket. The lowest income bracket shown in the State tax table in Appendix R is $20,000-$24,999. If an employee's (employee's and spouse's, if filing jointly) earned income as determined under par. C16008-D is less than this income bracket, an appropriate State marginal tax rate shall be established by the finance and accounting/disbursing officer from the applicable State tax code or regulations. A derived State marginal tax rate shall be representative of the earned income level in question but in no case more than that State's marginal tax rate established in the table in Appendix R for the $20,000-$24,999 income bracket.

c. Converting State Marginal Tax Rate. The prescribed State marginal tax rates ordinarily are expressed as percents of taxable income. However, if the applicable State marginal tax rate is stated as a percentage of the Federal income tax liability, the State tax rate must be converted to a percent of taxable income to be used in the CMTR formulas in par. C16008-E4. This is accomplished by multiplying the applicable Federal tax rate for Year 1 by the applicable State tax rate. For example, if the Federal tax rate is 33 percent of Year 1 and the State tax rate is 25 percent of the Federal income tax liability, the State tax rate stated as a percent of taxable income would be 8.25 percent. The State tax rate determined for Year 1 is used in determining the CMTR for both Years 1 and 2.

d. Tax Liability in More Than One State. An employee may incur a State income tax liability on moving expense reimbursements in more than one State at the same or different marginal tax rates (i.e., double taxation). For example, an employee may incur taxes on moving expense reimbursements in one State because of residency in that State, and in another State because that particular State taxes income earned within its jurisdiction irrespective of whether the employee is a resident. In these cases, a single State

marginal tax rate must be determined for use in the CMTR formulas in subpar. 5. The following general rules shall apply in determining the applicable single rate.

(1) Tax Obligation - No Two or More States Tax the Same Reimbursement Portion. If two or more States impose an income tax on the moving expense reimbursement, but no two States tax the same portion of the reimbursement, the reimbursement is not subject to double taxation. In this situation, the average of the applicable State marginal tax rates, determined under subpars. a through c, shall be imposed on the entire reimbursement, and shall be used in the CMTR formulas.

(2) Tax Obligation - Two or More States Tax the Same Reimbursement Portion. If two or more States impose an income tax on the moving expense reimbursement, and more than one State taxes the same reimbursement portion, but those States allow an adjustment or credit for income taxes paid to the other State(s), the reimbursement is not subject to double taxation. In this situation, the highest of the applicable State marginal tax rates, as determined under subpars. a through c, shall be used in the CMTR formula.

(3) Double Taxation - If two or more States impose an income tax on the moving expense reimbursement, and more than one State taxes the same reimbursement portion without allowing an adjustment or credit for income taxes paid to the other, then the reimbursement is subject to double taxation. In this situation, the sum of the applicable State marginal tax rates, as determined under subpars. a through c, shall be used in CMTR formulas.

3. Local Marginal Tax Rate. Establishment of a single marginal tax rate table for local income taxes, that can be applied uniformly on a nationwide basis, is impractical. Appropriate local marginal tax rates are determined as provided in subpars. (a) through (c).

a. Determining Local Rate. If an employee incurs an additional local income tax liability (see definition par. C16002-D5) as a result of moving expense reimbursements, the employee certifies that liability when claiming the RIT allowance (see certification statement in par. C16010). The marginal tax rate shall be the one applicable to the taxable income portion of the amount of earned income determined under par. D for the employee (and spouse, if filing jointly). The same tax rate shall be used in calculating the CMTR for Years 1 and 2. The finance and accounting/disbursing officer shall establish procedures to determine whether the employee-certified local marginal tax rate is appropriate for the employee's income level and filing status and approve its use in the CMTR formulas. See also par. C16010-B2.

b. Converting Local Marginal Tax Rate. If a local marginal tax rate is stated as a percentage of Federal or State income tax liability, the rate must be converted to a percent to taxable income for use in the CMTR formulas. This is accomplished by multiplying the applicable Federal or State tax rate for Year 1 as determined in par. 1 or 2 or by the applicable local tax rate. For example, if the State tax rate of Year 1 is 6 percent and the local tax rate is 50 percent of State income tax liability, the local tax rate stated as a percentage of taxable income is 3 percent. The local tax rate determined for Year 1 is used in determining the CMTR for Years 1 and 2.

c. More Than One Local Tax Liability. The situations described in par. 2d with respect to State income taxes also may be encountered with local income taxes. If such situations occur, the rules prescribed for determining a single State marginal tax rate also shall be applied to determine a single local marginal tax rate for use in the CMTR formulas.

4. Marginal Tax Rates for the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. Possessions

a. The Commonwealth of Puerto Rico (Puerto Rico). A Federal employee who is relocated to or from a point, or between points, in the Commonwealth of Puerto Rico may be subject to income tax on the employee's salary (including moving expense reimbursements) by both the U.S. Government and the government of Puerto Rico. However, under the current law of Puerto Rico, an employee receives a credit on the Puerto Rico income tax for the amount of taxes paid to the United States. The rules in subpars. (1)

through (3) below apply in determining the marginal tax rate applicable for transfers to, from, or between points in Puerto Rico.

(1) The applicable Puerto Rico marginal tax rate shall be determined by using the income level determined in subpar. D for Federal taxes and an employee's filing status. The Puerto Rico marginal tax rate for Year 1 is used in computing the CMTR for both Years 1 and 2. See the Puerto Rico tax tables in Appendix R.

(2) If the applicable Puerto Rico marginal tax rate is higher than the applicable Federal marginal tax rate, then the total amount of taxes paid by an employee to both jurisdictions is equal to the employee's total income tax liability to the Commonwealth of Puerto Rico before any credit is given for taxes paid to the United States. The Federal marginal tax rate therefore is disregarded. In these cases, the formula in subpar. 5(c) is used to compute the CMTR. The CMTR formula includes only the Puerto Rico marginal tax rate, the State marginal tax rate as determined under subpar. 2 (when applicable), and the local marginal tax rate as determined under subpar. 3. For purposes of applying the Puerto Rico CMTR formula in subpar. 5(c), the State marginal tax rate is applicable if both Puerto Rico and one or more of the States impose an income tax on the moving expense reimbursement, and more than one of these entities taxes the same reimbursement portion without allowing an adjustment or credit for income taxes paid to the other. In this situation, the S component of the CMTR formula is the applicable State marginal tax rate as determined under subpar. 2.

(3) If the applicable Puerto Rico marginal tax rate is equal to or lower than the applicable Federal marginal tax rate, then the total amount of taxes paid by an employee to both jurisdictions is equal to the employee's total Federal income tax liability. The Puerto Rico marginal tax rate therefore is disregarded. The CMTR is computed using the formula in subpars. 5(a) and (b). This formula includes the Federal marginal tax rate as determined under subpar. 1, the State marginal tax rate as determined under subpar. 2 (when applicable), and the local marginal tax rate as determined under subpar. 3. The State marginal tax rate is applicable if one or more States impose tax on the moving expense reimbursement.

b. The Commonwealth of the Northern Mariana Islands and the U.S. Possessions. A Federal employee who is relocated to, from, or between points in the Commonwealth of the Northern Mariana Islands or the U.S. possessions (Guam, American Samoa, and the U.S. Virgin Islands) is subject to both Federal income tax and income tax assessed by the Commonwealth of the Northern Mariana Islands or the U.S. possession, as applicable. However, the income tax system and rates for the Commonwealth of the Northern Mariana Islands and for U.S. possessions are identical to the U.S. Federal income tax system and rates. This constitutes a "mirror tax" system. A tax credit or exclusion is provided by one of the taxing jurisdictions (either the U.S., and Commonwealth of the Northern Mariana Islands, or the U.S. possession, as appropriate) to prevent double taxation. The marginal tax rate for the Commonwealth of the Northern Mariana Islands or the U.S. possession, therefore, is completely offset by a corresponding credit or exclusion. Thus, the Commonwealth's or the possession's tax rate is not factored into the CMTR formula. The CMTR is computed as provided in subpars. 5a and b based solely on the Federal marginal tax rate; when applicable, the State(s) marginal tax rate; and the local marginal tax rate.

5. Calculation of the Combined Marginal Tax Rates (CMTR). As stated above, the "gross-up" formula for calculating the RIT allowance requires the use of two CMTRs. However, the required CMTRs may not be calculated by merely adding the Federal, State and local marginal tax rates together because of the deductibility of State and local income taxes from income for Federal income tax purposes. The State tax tables prescribed in the table in Appendix R are designed to use the same income amount as that determined for the Federal taxes, which reflects, among other things, State and local tax deductions. The formulas prescribed below for calculating the CMTRs are designed to adjust the State and local tax rates to compensate for their deductibility from income for Federal tax purposes.

a. Calculation of the CMTR for Year 1. The following formula must be used to calculate the CMTR for Year 1:

CMTR formula: $X = F + (1-F)S + (1-F)L$

where
X = CMTR for Year 1
F = Federal tax rate for Year 1
S = State tax rate for Year 1
L = Local tax rate for Year 1

(1) Federal, State, and Local Taxes Incurred. If an employee incurs Federal, State, and local income taxes on moving expenses reimbursements, the CMTR formula may be solved as follows:

Example: If
F = 33 percent of income
S = 6 percent of income
L = 3 percent of income

Then
$X = .33 + (1.00 - .33).06 + (1.00 - .33) .03$
$X = .3903$

(2) Federal and State Income Tax Only. If an employee incurs tax liability on moving expense reimbursements for Federal and State income tax but none for local income tax, the value of "L" is zero and the CMTR formula is solved as follows:

Example: If
F = 33 percent of income
S = 6 percent of income
L = zero

Then
$X = .33 + (1.00 - .33).06$
$X = .3702$

(3) Federal and Local Income Tax Only. If an employee incurs a tax liability on moving expense reimbursements for Federal and local income tax but none for State income tax, the value of "S" is zero and the CMTR formula is solved as follows:

Example: If
F = 33 percent of income
S = Zero
L = 3 percent of income

Then
$X = .33 + (1.00 - .33) .03$
$X = .3501$

b. Calculation of the CMTR for Year 2. The calculation of the CMTR for Year 2 is the same as described in subpar. a. for Year 1 except that the Federal tax rate for Year 2 is used in place of the Federal tax rate for Year 1. State and local tax rates remain the same as for Year 1. The following formula must be used to determine the CMTR for Year 2:

CMTR formula: $W = F + (1-F)S + (1-F)L$

Where
W = CMTR for Year 2
F = Federal tax rate for Year 2
S = State tax rate for Year 1
L = Local tax rate for Year 1

c. Calculation of CMTRs for Puerto Rico. The following formula must be used to calculate the CMTR for transfers to, from, or between points in Puerto Rico. This formula is different from the formulas provided in subpars. a. and b. since the Federal marginal tax rate is disregarded.

CMTR formula: $W = P + S + L$

Where
W = CMTR for Year 1 and Year 2
P = Puerto Rico tax rate for Year 1
S = State tax rate for Year 1, when applicable (See subpar. 4a(2))
L = Local tax rate for Year 1

F. Allowance Determination. The RIT allowance to cover the tax liability on additional income resulting from the covered taxable reimbursements received in Year 1 is calculated in Year 2 as provided in subpars. 1 and 2.

1. Calculating the RIT Allowance. The RIT allowance is calculated by substituting the amount of covered taxable reimbursements for Year 1 (see subpar. C, the CMTRs for Year 1 and Year 2) and the total amount of the WTA's paid in Year 1 into the "gross-up" formula as follows:

Formula:

$$Z = \frac{X}{1-W}(R) - \frac{1-X}{1-W}(Y)$$

Where
Z = RIT allowance payable in Year 2
X = CMTR for Year 1
W = CMTR for Year 2
R = covered taxable reimbursements
Y = total WTA's paid in Year 1

Example: If
X = .3903
W = .3448
R = $21,800
Y = $ 5,450

Then

$$Z = \frac{.3903}{1.00 - .3448}(\$21{,}800) - \frac{1.00 - .3903}{1.00 - .3448}(\$45{,}450)$$

Z = .5927 ($21,800) - .9306 ($5,450)
Z = $12,986.26 - $5,071.77
Z = $7,914.49

2. WTA Not Paid in Year 1. There may be instances when a WTA was not paid in Year 1 at the time moving expense reimbursements were made. In cases where there is no WTA to be deducted, the value of "Y" is zero and the formula stated in subpar. 1 for calculating the amount of the RIT allowance (Z) due the employee in Year 2 is solved as shown in the following example:

Example: If
X = .3903
W = .3448
R = $21,800
Y = Zero

Then

$$Z = \frac{.3903}{1.00 - .3448}(\$21{,}800)$$

Z = .5927 ($21,800)
Z = $12,986.26

3. State Deduction Not Allowed. Certain States do not allow the deduction of all or part of the covered moving expenses that are deductible for Federal income tax purposes. The State "gross-up" to cover the additional State income tax liability resulting from the covered moving expense reimbursements received in Year 1 that are deductible for Federal income tax purposes but not for State income tax purposes is calculated in Year 2 as follows:

a. The State "gross-up" is calculated by substituting into the State "gross-up" formula:

(1) the amount of covered moving expense reimbursements that are deductible for Federal income tax purposes but not for State income tax purposes,

(2) the Federal tax rate for Year 1,

(3) the State tax rate for Year 1, and

(4) the combined marginal tax rate for Year 2:

Formula

$$A = \frac{S(1-F)}{1 - W} N$$

Where

A = State gross-up
F = Federal tax rate for Year 1
S = State tax rate for Year 1
W = CMTR for Year 2
N = covered moving expense reimbursements that are deductible for Federal income tax purposes but not for State income tax purposes.

Example: If

F = .33
S = .06
W = .3448
N = $9,250.00

Then

$$A = \frac{.06\ (1-.33)}{1 - .3448}\ \$9{,}250$$

A = .0614 (($9.250)
A = $567.95

b. Add the State "gross-up" to the RIT allowance as calculated using the formula in subpar. F1 of this section. The result is the RIT allowance adjusted for those States that do not allow moving expense deductions.

Example: RIT allowance payable in Year 1	$7,914.49
Plus adjustment factor	+ 567.95
Total	$8,482.44

4. Payment of Final RIT. If the RIT allowance amount is greater than zero, it is payable to an employee on a travel voucher as a relocation or moving expense allowance. The RIT allowance amount is included in an employee's gross income for Year 1, and therefore, is subject to appropriate income and employment withholding taxes. See net payment to employee in par. C16008-G. The RIT allowance amount must be reported on IRS Form W-2 for Year 2 (including applicable income withholding amounts) and on IRS Form 4782 for the employee's information.

*5. Repayment of Excess WTA. If the amount of RIT allowances is zero or less, an employee is financially responsible for this amount as a debt due the government (see DoDFMR, Volume 9 and pars. C16007-A and C16009-B3).

6. Changes in Income Level or Filing Status. Any changes to an employee's income level or filing status for Year 1 that affects the marginal tax rates (Federal, State, or local) used in calculating the RIT allowance must be reported to the finance and accounting/disbursing officer by the employee as provided in par. C16009-B2. See also par. C16010 for certified statement regarding these changes.

G. Net Payment Due Employee in Year 2 Determination. Since the amount of the RIT allowance is income to an employee in Year 2, it is subject to the same tax withholding requirements as all other moving expense reimbursements. DoD components must determine the appropriate amounts for withholding taxes under their internal tax withholding procedures. The amount of withholding taxes is deducted from the RIT allowance to arrive at the net payment to an employee.

C16009 RESPONSIBILITIES

A. DoD Component. Finance and accounting/disbursing offices calculate the amount of the "gross-up" for the withholding tax allowance (WTA) in Year 1 in accordance with procedures outlined herein and credit this amount to an employee on the travel voucher at the time of reimbursement as provided in par. C16008-D2. The WTA is reflected on the employee's Form W-2 for Year 1. The RIT allowance is calculated in Year 2 based on information provided by the employee on the voucher.

B. Employee

1. File Tax Information. An employee is required to submit a claim for the RIT allowance and to file the tax information for Year 1 specified in par. C16010 with the finance and accounting/disbursing office in Year 2, regardless of whether any additional reimbursement for the RIT tax allowance is owed the employee.

2. Provide Additional Information. If any action occurs (i.e., amended tax return, tax audit, etc.) that would change the information provided in Year 2 by an employee to the finance and accounting/disbursing office for use in calculating the RIT allowance due the employee for Year 1 taxes, this information must be provided by the employee to the accounting and finance/disbursing office under procedures prescribed herein. See par. C16010. (See par. C16007-E for employee agreement).

3. Repay Excess WTA Payments. If the calculation of the RIT allowance results in a negative amount, an employee is obligated to repay this amount as a debt due the Government. See also pars. C16008-F4 and C16008-F5.

C16010 CLAIMS FOR PAYMENT AND SUPPORTING DOCUMENTATION AND VERIFICATION

A. Claims Forms. Claims for payment of the RIT allowance must be submitted by an employee in Year 2 on DD Form 1351-2 (Travel Voucher). When claiming payment for the RIT allowance, an employee must furnish and certify certain tax information that has been or will be shown on the actually-prepared tax returns. Note that because reimbursements for deductible expenses are excludible from gross income, the employee may not claim a deduction for those moving expenses that would be deductible if the reimbursement was not paid. A spouse also must sign the statement if joint filing status is claimed and the spouse's income is included on the statement. This information must be contained in a certified statement on, or attached to, the DD Form 1351-2 reading essentially as follows:

"I certify that the following information, that is to be used in calculating the RIT allowance to which I am entitled, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and local (specify which) tax authorities for the _____ tax year."

Gross compensation as shown on attached IRS Forms(s) W-2 and, if applicable, net earnings (or loss) from self-employment income shown on attached Schedule SE (Form 1040):

	Forms W-2	Schedule SE
Employee	$_____	$_____
Spouse (if filing jointly)	$_____	$_____
TOTAL (Both columns)	$_____	

Filing status:_____
(Specify your filing status that was (or will be) claimed on IRS Form 1040.)

Marginal tax rates from the tables in Appendix R and local tax tables derived under procedures prescribed in this Chapter:

Federal for Year 1: _____

Federal for Year 2: _____

State (specify which): _____

Local (specify which): _____

The above information is true and accurate to the best of my (our) knowledge. I (We) agree to notify the appropriate DoD component official of any changes to the above (i.e., from amended tax returns, tax audit, etc.) so that appropriate adjustment to the RIT allowance can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.

I (We) further agree that if the 12-month service agreement required by par. C4001-A is violated, the total amount of the RIT allowance becomes a debt due the U.S. Government and will be repaid in accordance with the provisions of par. C16011.

_____	_____	_____	_____
Employee's Signature	Date	Spouse's Signature (if joint filing status)	Date

NOTE*: *If a joint filing status is claimed and spouse's income is included, the spouse must sign the statement. If the spouse does not sign the document, earned income includes only the employee's earned income. This condition does not apply if an employee is allowed, under IRS rules, to file a joint return as a surviving spouse (see par. C16008-D).

B. Supporting Documentation/Verification. The claim for the RIT allowance must be supported by documentation attached to the voucher and by verification of State and local tax obligations as provided below:

1. IRS Forms. Copies of the appropriate IRS Forms W-2 and, if applicable, the completed IRS Schedule SE (Form 1040) must be attached to the voucher to substantiate the income amounts shown in the certified statement. Employee (and spouse, if filing jointly) must agree to provide additional documentation to verify income amounts, filing status, and State and local income tax obligations if requested by the DoD component.

2. Verification of State Taxes. To determine or verify whether a particular State or local tax authority imposes a tax on moving expense reimbursements, it is incumbent upon the appropriate DoD component officials to become familiar with the State and local tax laws that affect their transferring employees. In cases of unclear moving expense reimbursements taxability, a DoD component may pay a RIT allowance which reflects only those State and local tax obligations that are clearly imposed under State and local tax law. Once the questionable State or local tax obligations are resolved, DoD components may re-compute the RIT allowance and make appropriate payment adjustments.

C. Fraudulent Claims. A claim against the Government is forfeited if the claimant defrauds or attempts to defraud the Government (28 U.S.C §2514). In addition, there are two criminal provisions under which severe penalties may be imposed on an employee who knowingly presents a false, fictitious, or fraudulent claim against the Government (18 U.S.C. §287 and §1001). The employee's claim for payment of the RIT allowance shall accurately reflect the facts involved in every instance.

C16011 SERVICE AGREEMENT VIOLATION

If an employee violates the agreement required under par. C4002, no part of the RIT allowance or the WTA may be paid. Any amounts paid prior to violation shall be a debt due the Government until repaid by the employee.

C16012 ADVANCE

The allowance provided in this Chapter may not be paid in advance.

CHAPTER 16
INCOME TAX ALLOWANCES

PART B: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR TAX YEARS 1995 AND THEREAFTER

C16100 GENERAL

(See Part C for tax years 1993 and 1994.)

A. Definition of ITRA. An allowance designed to reimburse Federal, State and local income taxes incurred incident to an extended TDY assignment at one location. ***Federal Insurance Contribution Act (FICA) and Medicare deductions are not included in ITRA reimbursement – reimbursement is limited to income taxes.***

B. Eligibility. An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses.

C. Reimbursement. ITRA reimbursement is only for Federal, State, and local income tax. In tax years 1995 and thereafter, no reimbursement is authorized for penalties or interest. Penalties and interest are reimbursable in tax years 1993 and 1994 only and are reimbursable only when they are attributable to the agencies failing to withhold the appropriate amounts for tax liabilities of employees.

D. Taxability. ITRA is taxable income to the employee in the year paid and is subject to tax withholding. The amount received must be reported as taxable income in the year received. An employee is eligible to receive an allowance to cover the taxes assessed on the ITRA under par. C16100-E below.

E. Payment

1. Agencies may offer, and employees may receive, a lump sum payment to cover the income tax liability on the covered ITRA in lieu of submitting another claim. However, this must be agreed to in writing with the understanding that the employee is responsible for any income taxes due without further reimbursement. Employees who do not elect lump sum payments are reimbursed for the tax on the tax reimbursement received.

2. An employee who does not choose a lump sum payment of the additional tax liability on the covered ITRA must submit a claim in order to be reimbursed. The tax on the ITRA reimbursement should be calculated using the Year 2 formulas developed for the RITA (see par. C16008).

3. Agencies must collect any excess payments, which includes issuing corrected W-2's or 1099's.

F. Penalty and Interest. Tax penalty and interest payments are ***not*** reimbursable for tax years 1995 and thereafter. Penalties and interest are reimbursable in tax years 1993 and 1994 only and are reimbursable only when they are attributable to the agencies failing to withhold the appropriate amounts for tax liabilities of employees.

G. Tax Tables. Tax tables for the year the tax was incurred should be used to calculate the amount of allowable reimbursement.

C16101 RESPONSIBILITIES

A. Employee. Employees must file a claim according to their agency's policy to be reimbursed for additional income taxes incurred.

B. DoD Component. Finance and Accounting/Disbursing Offices calculate the amount of ITRA due the employee.

C16102 CLAIMS FOR PAYMENT AND SUPPORTING DOCUMENTATION AND VERIFICATION

A. Claim Forms. Claims for payment of the ITRA must be submitted by the employee on DD Form 1351-2 (Travel Voucher or Subvoucher). When claiming payment for the ITRA, the employee must furnish and certify to certain tax information that has been or will be shown on personally prepared tax returns. The spouse also must sign the statement if joint filling status is claimed and spouse's income is included on statement. This information must be contained in a certified statement on, or attached to, the DD Form 1351-2 similar to that provided for the RIT allowance.

B. Supporting Documentation. The following documentation must be submitted by the employee with the claim:

1. A certified statement prescribed in par. C16010 or copies of completed Federal, State and local tax return for the tax year in which the taxes were withheld and paid.

2. Copies of W-2's and Forms 1099.

3. Copy of TDY orders.

4. Any other documentation necessary to substantiate the claim.

C16103 PROCESS

A. Steps to be Taken to Determine an Employee's ITRA. Determine the amount of payment by using the Federal, State and local marginal tax rates and the procedures and marginal tax tables established for the relocation income tax allowance in pars. C16007, C16008 and Appendix R; or by using the procedures for a lump sum reimbursement.

B. Computation for Lump Sum ITRA. The following illustrates how a lump sum ITRA payment is calculated:

LUMP SUM ITRA TAX PAID TO EMPLOYEE

*ITRA reimbursement for tax year 1995	$14,435
Federal Tax liability on ITRA Reimbursement (@ 28%)	4,042
VA State tax liability (@ 5.75%)	830
Local tax liability	0
	_____
TOTAL REIMBURSEMENT	$19,307

Reimbursement of the ITRA and the tax on the ITRA is a final lump sum payment with no further reimbursement. The employee is responsible for any income taxes due on $19,307.

C. Computation Using the Marginal Tax Rate Schedules in Appendix R. Determine Federal, State and local marginal tax rates by using the procedures and the marginal tax tables established for the relocation income tax allowance in pars. C16007, C16008 and Appendix R as shown in the following illustration.

FOR TAX YEAR 1995 AND THEREAFTER
(Married Filing Joint Return)

	Original	Recalculated
1. Adjusted Gross Income (w/travel reimbursement):	$75,246	$75,246
2. Subtract travel reimbursement:		(15,482)
3. Subtract personal exemptions and itemized or standard deductions	(12,689)	(12,689)
4. Adjusted taxable income	62,557	47,075
5. Tax liability on adjusted taxable income:		
a. Federal (28%)	17,516	7,061*
		(15%)
b. State, VA (5.75%tax bracket)	3,597	2,707
c. Local: Not applicable	0	0
	_____	_____
d. Total	$21,113	$ 9,768
6. Difference of total of column 1 minus total of column 2: Additional Taxes Incurred due to travel reimbursement -- $11,345		
Total = ITRA -- $11,345**		

*Adjusted taxable income places employee in lower tax bracket.
**The ITRA reimbursement is taxable income for the year in which paid at the appropriate Federal, State and local income tax rates.

*PART C: ITRA FOR TAX YEARS 1993 AND 1994

C16200 GENERAL

A. Definition of ITRA. An allowance designed to reimburse Federal, State and local income taxes incurred incident to an extended TDY assignment at one location. ***Federal Insurance Contribution Act (FICA) and Medicare deductions are not included in ITRA reimbursement – reimbursement is limited to income taxes.***

B. Eligibility. An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses.

C. Reimbursement. ITRA reimbursement is only for Federal, State, and local income tax. In tax years 1993 and 1994, reimbursement is also authorized for penalties and interest when the penalties and interest are attributable to the agencies failing to withhold the appropriate amounts for tax liabilities of employees.

D. Taxability. ITRA is taxable income to the employee in the year paid and is subject to tax withholding. The amount received must be reported as taxable income in the year received. An employee is eligible to receive an allowance to cover the taxes assessed on the ITRA under par. E below.

E. Payment

1. Agencies may offer, and employees may receive, a lump sum payment to cover the income tax liability on the covered ITRA in lieu of submitting another claim. However, this must be agreed to in writing with the understanding that the employee is responsible for any income taxes due without further reimbursement. Employees who do not elect lump sum payment are reimbursed for the tax on the tax reimbursement received.

2. An employee who does not choose a lump sum payment of the additional tax liability on the covered ITRA must submit a claim in order to be reimbursed. If the employee does not elect a lump sum payment, the tax on the ITRA reimbursement should be calculated using the Year 2 formulas developed for the RITA (see par. C16008).

3. Agencies must collect any excess payments, which includes issuing corrected W-2's or 1099's.

F. Penalty and Interest. The total amount of any penalty and interest assessed by the IRS (for tax years 1993 and 1994 only) due to the failure of the Government to withhold the appropriate income taxes are reimbursable.

G. Tax Tables. Tax tables for the year the tax was incurred should be used to calculate the amount of allowable reimbursement.

C16201 RESPONSIBILITIES

A. Employee. Employees must file a claim to be reimbursed for additional income taxes incurred.

B. DoD Component. Finance and Accounting/Disbursing Offices will calculate the amount of ITRA due the employee.

C16202 CLAIMS FOR PAYMENT AND SUPPORTING DOCUMENTATION AND VERIFICATION

A. Claim Forms. Claims for payment of the ITRA shall be submitted by the employee on DD Form 1351-2 (Travel Voucher). When claiming payment for the ITRA, the employee shall furnish and certify to certain tax information that has been or will be shown on his/her actually prepared tax returns. The spouse must also sign statement if joint

filling status is claimed and spouse's income is included on statement. This information shall be contained in a certified statement on, or attached to, the DD Form 1351-2 similar to that provided for the RIT allowance.

B. Supporting Documentation. The following documentation must be submitted by the employee with their claim:

1. A certified statement prescribed in par. C16010 or copies of completed Federal, State and local tax return for the tax year in which the taxes were withheld and paid.

2. Copies of W-2's and Form 1099's.

3. Copy of TDY orders.

4. Any other documentation necessary to substantiate the claim.

C16203 PROCESS

The following steps must be taken to determine an employee's ITRA:

A. Steps to be Taken to Determine an Employee's ITRA. Determine Federal, State and local marginal tax rates by using the procedures and the marginal tax tables established for the relocation income tax allowance in pars. C16007, C16008, and Appendix R; or by using the procedures for a lump sum reimbursement.

B. Computation for Lump Sum ITRA. The following illustrates how a lump sum ITRA payment is calculated:

LUMP SUM ITRA TAX PAID TO EMPLOYEE

ITRA reimbursement for tax year 1993	$14,435
Federal Tax liability on ITRA Reimbursement (@ 28%)	4,042
VA State tax liability (@ 5.75%)	830
Local tax liability	0
	_____
TOTAL REIMBURSEMENT	$19,307

Reimbursement of the ITRA and the tax on the ITRA is a final lump sum payment with no further reimbursement. Employee is responsible for any income taxes due on $19,307.

C. Computation Using the Marginal Tax Rate Schedules in Appendix R. Determine Federal, State and local marginal tax rates by using the procedures and the marginal tax tables established for the RITA allowance in pars. C16007, C16008 and Appendix R; and add any penalty or interest for tax years 1993 or 1994 only to determine the full ITRA payment, as shown in the following illustration:

FOR TAX YEARS 1993 OR 1994 (MARRIED FILING JOINT RETURN)

	Original	Recalculated
1. Adjusted Gross Income (w/travel reimbursement)	$75,246	$75,246
2. Subtract travel reimbursement		(15,482)
3. Subtract personal exemptions and itemized or standard deductions	(12,689)	(12,689)
4. Adjusted taxable Income	62,557	47,075
5. Tax liability on adjusted taxable income:		
a. Federal	17,516	7,061*
	(28%)	(15%)
b. State, VA (5.75% tax bracket)	3,597	2,707
c. Local: Not applicable	0	0
	_____	_____
d. TOTAL	$21,113	$ 9,768
6. Difference of total of column 1 minus total of column 2:		
Additional Taxes Incurred due to travel reimbursement--$11,345		
7. Add to the tax difference:		
a. Penalty Payment imposed by IRS tax year 1993--$1,500		
b. Interest Payment imposed by IRS tax year 1993--$1,500		
Total 6 and 7a and b = ITRA--$14,345**		

* Adjusted taxable income places employee in lower tax bracket.
**The ITRA reimbursement is taxable income for the year in which paid at the appropriate Federal, State and local income tax rates.

APPENDIX A

DEFINITIONS

PART I: TERMS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

A. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.

B. Coach or Chair Car (Rail). A type, not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

C. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.

D. Security (Enclosed). Any private room space that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at ***http://www.usfa.fema.gov/hotel/indes.htm***.

ACCOMMODATIONS, COMMON CARRIER.

NOTE: On common carrier aircraft with two classes of service, the higher class is first class.

A. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.

B. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).

C. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

D. Slumber Coach. The lowest level of sleeping accommodations available on a train.

E. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

F. Lowest First Class. The least expensive first class of reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

A. An establishment owned by the Federal Government;

B. An establishment treated as an apartment building by State or local law or regulation; or

C. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL (PLACE OF) RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record".

***AGENCY.**

A. Includes:

1. An Executive agency, as defined in 5 U.S.C. §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include:

1. A Government-controlled corporation;
2. A member of Congress; or
3. An office or committee of either House of Congress or of the two Houses.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to a transportation entitlement in connection with permanent duty travel.

APPROVED. The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

AUTHENTICATING OFFICIAL. ***See AUTHORIZING/ORDER-ISSUING OFFICIAL***.

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

A. is not carried free on a ticket used for personal travel,

B. ordinarily is transported separately from the major bulk of HHG, and

C. usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and RAT may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL ORDER. ***(Also called Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.)*** An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. ***(Also see Travel Orders.) NOTE: Blanket travel orders are not used in DTS.***

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. The commuted rates for storage are found in the GSA publication, Commuted Rate Schedule for Household Goods constructive rate allowance.

***CONFERENCE**. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE*: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.**

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

B. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

***(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city to city distance (***not*** zip code to zip code) replacing ***all*** other sources used for computing distance (except airplanes). For more information refer to the DTOD website at
http://dtod-mtmc.belvoir.army.mil

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

A. employee's spouse;

*B. children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)).***;

C. dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and

D. dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 1: Generally, the individuals named in items C and D are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 2: In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.

NOTE 3: With respect to emergency leave travel, see par. C6453-D.

NOTE 4: With respect to threatened law enforcement/investigative employees, see par. C6401.

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

A. The several departments and agencies of the Executive branch of the Federal Government.

B. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

SHORTEST—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

PRACTICAL—Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS ORDERS. The date an employee is required to commence travel to comply with orders. ***(NOTE: In determining the effective date, authorized leave or TDY en route required by the orders is excluded.)***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL. ***See TRAVEL, EMERGENCY.***

***EMPLOYEE.** A civilian individual:

A. employed by an agency (as defined in this Appendix), regardless of status or grade;

B. employed intermittently as an expert or consultant and paid on a daily WAE basis; or

C. serving without pay or at $1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED.

A. An employee who has a disability as defined in paragraph (B) of this definition and generally otherwise is covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. §701-797b).

B. Disability, with respect to an employee:

1. having a physical or mental impairment that substantially limits one or more major life activities;

2. having a record of such an impairment;

3. being regarded as having such an impairment; but

4. does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. Physical or mental impairment:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:

a. neurological,

b. musculoskeletal,

c. special sense organ,

d. respiratory (including speech organs),

e. cardiovascular,

f. reproductive,

g. digestive,

h. genitourinary,

i. hemic and lymphatic,

j. skin,

k. endocrine; or

2. any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

3. "Physical or mental impairment" includes such diseases and conditions as:

a. cerebral palsy,

b. epilepsy,

c. muscular dystrophy,

d. multiple sclerosis,

e. cancer,

f. heart disease,

g. diabetes,

h. mental retardation,

i. emotional illness,

j. orthopedic, visual, speech and hearing impairments, and

k. similar impairments.

D. "Major life activities": Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. "Has a record of such an impairment": the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. "Is regarded as having such an impairment" means the employee has:

1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

2. a physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or

3. none of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

***EXTENDED STORAGE**. See **NON-TEMPORARY STORAGE**.

FAMILY. ***See DEPENDENT.***

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

A. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or

***NOTE*: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate.).**

B. students are participating in survival training, forage for subsistence, and improvise shelter.

***NOTE*: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.**

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel assignments or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1*: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession, are separate geographical localities.**

***NOTE 2*: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.**

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE*: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.**

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

***NOTE*: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.**

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. owned by an agency;

B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 October 2001
1. Discount Government Meal Rate: $6.75 per day
2. Standard Government Meal Rate: $8.10 per day

NOTE*: *Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. ***See GOVERNMENT DINING FACILITY/GOVERNMENT MESS***.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis in behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;

B. lodgings or other quarters obtained by U.S. Government contract;

C. quarters in a state-owned National Guard camp;

D. sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;

E. temporary lodging facilities as defined in this Appendix;

F. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations; and

G. family-type housing owned or leased by the U.S. Government.

NOTE 1*: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2*: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. ***(Also see Government Conveyance.)***

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE*: *Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

(Effective 19 February 2002)
HOUSEHOLD GOODS (HHG)** (FTR, § 300-3.1). Items ***(except those listed in B and C) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be

shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);

2. spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;

3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);

4. consumable goods for employees ordered to locations listed in Appendix F;

5. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);

6. ***(Effective 19 February 2002)*** boats that can be transported in a moving van (e.g., canoe, kayak, rowboat, outboard/inboard motorboat (14 or fewer ft)); and

7. ***(Effective 19 February 2002)*** ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG ***do not*** include:

1. personal baggage when carried free on commercial transportation;

2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);

3. live animals including birds, fish and reptiles;

4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);

5. HHG for resale, disposal or commercial use;

6. privately owned live ammunition (B-130583, May 8, 1957); and

7. boats (other than those in A6 above); and

8. hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

3. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(*a*) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(*b*) No storage is required, and

(*c*) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. ***See TRANSPORTATION, HHG***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. ***See DEPENDENT/IMMEDIATE FAMILY***.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. ***See TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.

A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

A. missing;

B. missing in action;

C. interned in a foreign country;

D. captured, beleaguered, or besieged by a hostile force; or

E. involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

A. Personally-procured commercial transportation (see par. C2207),

B. Government-procured commercial transportation,

C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage***.

OCONUS.

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. ***See PERMANENT DUTY STATION***.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. ***See AUTHORIZING/ORDER-ISSUING OFFICIAL.***

OVERSEAS. ***See OCONUS.***

PER DIEM ALLOWANCE.

NOTE 1: Per diem does not include transportation and other miscellaneous travel expenses.

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes ***(except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 2 below)*** and service charges where applicable for:

1. Lodging. Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, ***and in foreign areas only lodging taxes (see NOTE 2 below)***. ***NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.***

NOTE 2: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/pdrates.html) includes an amount for

lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips. ***NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.***

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;

c. Laundry, dry-cleaning, and/or pressing of clothing ***(except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below);***

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and

g. Taxes and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

PER DIEM, REDUCED. ***See REDUCED PER DIEM.***

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

1. the corporate limits of the city or town in which stationed, or;

2. if not in an incorporated city or town the reservation, station, or established area (including established large reservation subdivisions) having definite boundaries in which the employee is stationed.

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal business place exists, or

2. if not in an incorporated city or town, the reservation, station, or other established area (including established large reservation subdivisions) having definite boundaries in which the home or principal business place is located.

***NOTE*: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).**

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 4, Part A.)

PLACE OF PUBLIC ACCOMMODATION. ***See ACCOMMODATIONS, PUBLIC***.

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***See "TERRITORIES AND POSSESSIONS OF THE UNITED STATES".***

POST OF DUTY. ***(Also see PDS.)*** An OCONUS PDS.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). ***(Also see TRANSPORTATION.)*** Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE*: A common carrier, or a conveyance owned by the Government, is not a POC.**

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

A. is self-propelled;

B. is licensed to travel on the public highways;

C. is designed to carry passengers or HHG; and

D. has four or more wheels ***(see NOTE 3 below)***.

NOTE 1: In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

NOTE 3:

CONUS: A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.

OCONUS: A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). ***(Also called PRO or PRO-Gear.)*** Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;

2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;

4. communication equipment used by employees in association with the MARS (see DoDD 4650.2);

5. individually owned or specially issued field clothing and equipment;

6. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

PROPORTIONAL MEAL RATE: The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see ***http://www.dtic.mil/perdiem/***), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. ***See PERMANENT DUTY TRAVEL.*** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, ***between overseas tours of duty***. See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

A. The Army National Guard of the United States;

B. the Army Reserve;

C. the Naval Reserve;

D. the Marine Corps Reserve;

E. the Air National Guard of the United States;

F. the Air Force Reserve;

G. the Coast Guard Reserve; and

H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the:

A. Secretary of a Military Department,

B. Directors of Defense Components,

C. Deputy Assistant Secretary of Defense (Administration) for:

1. Office of the Secretary of Defense,

2. Washington Headquarters Services,

3. Organization of the Joint Chiefs of Staff,

4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or

D. Designated representative for any of the above.

***SECRETARY CONCERNED**. The Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Transportation, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, action by the PDTATAC Principal, without further delegation, may be authorized by the Secretary concerned.

SEPARATE DEPARTMENT. ***See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.***

SEPARATION TRAVEL. ***See PERMANENT DUTY TRAVEL.***

SERVICES. ***See UNIFORMED SERVICES.***

SHORT DISTANCE MOVE.

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. ***(Also see EMPLOYEE, DISABLED.)*** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***http://www.dtic.mil/perdiem/pdrform. html***. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. ***See PER DIEM ALLOWANCE.***

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. ***See TEMPORARY DUTY STATION.***

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS
.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the Services to provide short-term housing accommodations for which a charge is levied without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to an installation. ***NOTE**: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*

TEMPORARY STORAGE

Now referred to as ***"storage in transit"*** (SIT). See Chapter 8, Part D.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site: ***www.saipan.com***).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. ***(Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.)*** An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States.

NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (See Chapter 4, Part O.)

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE: Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).***

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 U.S.C. §5564 and is in accordance with Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE: GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.***

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expenses.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION. ***See TRAVEL ORDERS.***

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

A. the traveler becoming incapacitated by illness or injury not due to personal misconduct;

B. the death or serious illness of a member of the traveler's family; or

C. a catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government, or employed (under 5 U.S.C. §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at $1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing an employee or group of employees to travel. There are four basic types of orders:

1. ***Unlimited Open***. An authorization allowing an employee to travel on official business without further authorization for a specified period of time. ***NOTE: Unlimited Open travel orders are not used in DTS.***

2. ***Limited Open***. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE: Limited Open travel orders are not used in DTS.***

3. ***Repeat***. An authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE: Repeat travel orders are not used in DTS.***

4. ***Trip-by-trip***. An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. ***See BAGGAGE, UNACCOMPANIED***.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states, the District of Columbia**,** the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the territories and possessions of the United States, and the areas and installations in the Republic of Panama that are made available to the United States pursuant to the Panama Canal Treaty of 1977 related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

A. under the local command of a uniformed service,

B. with permanent or semi-permanent-type troop shelters and a Government mess, and

C. where there are U.S. Government operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

*APPENDIX A

DEFINITIONS

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HOR	Home of Record
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SES	Senior Executive Service
SIT	Storage in Transit
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading

TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
*VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

****http://www.dtic.mil/perdiem/opdrform.html***

*APPENDIX C

STATUTORY AND OTHER AUTHORITIES

PART I: EXECUTIVE ORDER

For ***Executive Order 11609***, 22 July 1971:

1. see ***http://www.nara.gov/fedreg/codific/cod_eo14.html,*** and
2. click on '***11609***'.

PART II: DEPARMENT OF DEFENSE INSTRUCTION

For ***Department of Defense Instruction (DoDI) 1000.1***, Identity Cards Required by the Geneva Conventions:

1. see ***http://www.dtic.mil/whs/directives/corres/ins1.html***,
2. select '***1000.1***', and
3. select a format for viewing and/or printing the Instruction.

For an edited extract of DoDI 1000.1 - Table of Military and Civilian Equivalent Grades for Prisoner of War Identification, see the table on the following pages.

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DoDI 1000.1, January 30, 1974

*Table of Military and Civilian Equivalent Grades for Prisoner of War Identification

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of August 12, 1949

Geneva Convention Category	Military Grade Group	Army	Navy Coast Guard National Oceanographic And Atmospheric Administration	Air Force	Marine Corps
1	2	3A	3B	3C	3D
V General Officers. Prisoners of War of Equivalent Rank	O-10 O-9 O-8 O-7	General Lieutenant General Major General Brigadier General	Admiral Vice Admiral Rear Admiral (upper half) Rear Admiral (lower half) Commodore	General Lieutenant General Major General Brigadier General	General Lieutenant General Major General Brigadier General
IV Majors, Lt. Colonels. Colonels, Prisoners of War of Equivalent Rank	O-6 O-5 O-4	Colonel Lt. Colonel Major	Captain Commander Lt. Commander	Colonel Lt. Colonel Major	Colonel Lt. Colonel Major
III Warrant Officers. Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3 O-2 O-1 W-4 W-3 W-2 W-1	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Lieutenant Lieutenant (J.G.) Ensign Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Warrant Officer
II Sergeants and Other Non-commissioned Officers. Prisoners of War of Equivalent Rank	E-9 E-8 E-7 E-6 E-5	Command Sgt. Maj. Sergeant Major First Sergeant M/Sgt Sergeant 1/c Specialist 7 Staff Sergeant Specialist 6 Sergeant Specialist 5	Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer Petty Officer 1/c Petty Officer 2/c	Chief Master Sgt. Senior Master Sgt. Master Sergeant Tech Sergeant Staff Sergeant	Sergeant Major Master Gunnery Sgt. First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant
I Prisoners Ranking Below Sergeant	E-4 E-3 E-2 E-1	Corporal Specialist 4 Private 1/c Private Private	Petty Officer 3/c Seaman Seaman Apprentice Seaman Recruit	Sergeant Airman 1/c Airman Airman Recruit	Corporal Lance Corporal Private First Class Private

Table of Military and Civilian Equivalent Grades for Prisoner of War Identification (Continued)

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of August 12, 1949

Geneva Convention Category	Military Grade Group	Army Others on Reverse	Public Health Service	Civilian Grade Groups: General Schedule	Civilian Grade Groups: Federal Wage System	Civilian Grade Groups: Teacher	American Red Cross	USO		Civilian ID Cards
1	2	3	4	5	6	7	8	9		10
V General Officers. Prisoners of War of Equivalent Rank	O-10, O-9	General, Lt. General	. . .	. . .	. . .	. . .	. . .	. . .		V General Officer
	O-8	Major General	Surgeon General Deputy Surgeon General	SES, SL, ST						
	O-7	Brigadier General	Assistant Surgeon General				31	Executive Director		
IV Majors, Lt. Colonels. Colonels, Prisoners of War of Equivalent Rank	O-6	Colonel	Medical Director	GS-15	Ships Pilots WS-14 thru WS-19 WL-15, and Production Support Equivalents		28-29	USO Staff Executives: Appropriate Equivalent Rate	USO Staff Entertainers: Appropriate Equivalent Rate	IV Field Grade Officer
	O-5	Lt. Colonel	Senior Surgeon	GS-14 GS-13			25-27			
	O-4	Major	Surgeon	GS-12		Class IV, V	24			
III Warrant Officers. Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3	Captain	Senior Asst. Surgeon	GS-11 GS-10	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15 WP-17, 18 and Production Support Equivalents	Class I. steps 5-15 II, III	21-23			III Company Grade Officer
	O-2	First Lieutenant	Assistant Surgeon	GS-9 GS-8		Class 1, steps 3, 4	20-19	. . .		
	W-4 W-3	Chief Warrant Officers, W4, W3	. . .							
	O-1	Second Lieutenant	Jr. Asst. Surgeon	GS-7			18			
	W-2 W-1	Chief Warrant officer W2, Warrant Officer	. . .			Class I, steps 1, 2				
II Sergeants and Other Non-commissioned Officers. Prisoners of War of Equivalent Rank	E-9, E-8	Sergeant Major Master Sergeant	. . .	GS-6	WS-1 thru WS-7 WL-1 thru WL–5 WG-9 thru WG-11 WP-11 thru WP-16	. . .	17 - 15	. . .		II Non-Com
	E-7	Sergeant First Class	. . .							
	E-6	Staff Sergeant	. . .	GS-5		. . .				
	E-5	Sergeant	. . .							
I Prisoners Ranking Below Sergeant	E-4	Corporal	. . .	GS-4	WG-1 thru WG-8 WP-4 thru WP-10	. . .	. . .	. . .		I Enlisted
	E-1 E-3	Other Enlisted Ranks	. . .	GS-3 Thru GS-1		. . .	. . .			

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

****http://www.dtic.mil/perdiem/pdrform.html***

APPENDIX E

INVITATIONAL TRAVEL ORDERS

***JFTR NOTE*: Travel and transportation allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order provisions in JTR, Volume 2, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.**

PART I: INVITATION TO TRAVEL

A. To Whom And When Invitational Travel Is Applicable

B. Restrictions

C. Allowance Expenses

D. Travel Of Government Contractor's/Contractor Employees

E. Availability Of Government Travel And Transportation Contract Fares Or Prices To Government Contractors

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

PART III: CITY-PAIR PROGRAM

A. Policy

B. Scheduled Air Carriers

PART IV: CITY-PAIR PROGRAM FREQUENTLY ASKED QUESTIONS

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,

2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or

3. serving without pay or at $1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;

2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;

3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));

4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);

5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;

7. an individual is authorized pre-employment interview travel under par. C6200;

8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

*13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

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

(3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual 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. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.);***

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (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.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This order authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem***

***or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this order is canceled"*;**

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

B. RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;

2. contractor employees (except as provided in par. D);

3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;

4. a. Federal Government employees; or

b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C. ALLOWANCE EXPENSES

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.

2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.

4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.

5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony,

an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,

b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; 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 miscellaneous expenses in par. C4709 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at ***http://www.arnet.gov/far/pdfframe.html***. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. ***Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.***

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. C***ontract city-pair fares must not be provided to or used by Government contractors.***

1. Contractor(s) means:

a. Contractors working under a cost reimbursement contract; and

b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Traffic Management Command (MTMC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN 328
Complaints/Discrepancies/Claims (703) 428-3008

or see the MTMC website at ***http://dcsop.mtmc.army.mil/travel/car/default.htm***.

6. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-

6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

*8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. ***Letters of identification/introduction should not contain any accounting information/data***.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS,** the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government Contract City-Pair fares are not available to Contractors**.

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL ORDER

Name_____ TRAVEL ORDER NUMBER_____

Address_____

DATE APPROVED_____

You are invited to proceed from_____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this order.
☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a)accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

***Effective 21 January 2002**

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of $0.365 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of $75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(see NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE*: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.**

The JTR is available at ***http://www.dtic.mil/perdiem/***. Address any inquiries regarding this travel order to:_____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:
_____

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

1. GSA airlift contracted through the Contract City-Pair Program shall be used. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

*a. Space or a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account;***

d. Rail service is available and that service is cost effective and consistent with mission requirements;

e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City-Pair fares) when purchasing commercial airline tickets.

***NOTE*: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.**

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

***4. Why can't contractors use it? It would save the government a lot of money!**

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the $2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city-pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).

b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.

*e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city-pair route unless one of the exceptions in paragraph 5, above applies. Not all city-pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuity (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:
Travel authorization states the official travel itinerary as:

From:	Atlanta, GA
To:	San Francisco, CA and Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at $251.

***NOTE*: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.**

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: ***http:/pub.fss.gsa.gov/citypairs/***.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

***16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

***17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!**

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at ***http://www.fss.gsa.gov/citypairs/***, or contact one of the following PoCs below. Phone access should be used ***only*** by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

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*APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* ***(i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.)***

A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* ***(i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.)*** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C8110. ***In no event shall the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.***

****Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.***

LOCATIONS		
Afghanistan, Kabul	Ethiopia, Addis Ababa	Norway, Bodo
Albania, Tirana	Gabon, Libreville	Oman, Muscat
Algeria, Algiers	Georgia, Tbilisi	Pakistan, Islamabad
Angola, Luanda	Ghana, Accra	Pakistan, Quetta
Armenia, Yerevan	Guinea, Conakry	Philippines, Manila
Azerbaijan, Baku	Guyana, Georgetown	Poland, Warsaw
Bangladesh, Dhaka	Haiti (effective 20 June 2001)	Romania, Bucharest
Belarus, Minsk	India, Calcutta	Russia, Moscow
Bolivia, La Paz	New Delhi	Russia, St. Petersburg
Bosnia-Herzegovina	Indonesia	Rwanda, Kigali
Botswana	Kazakstan, Alma-Ata	Serbia-Montenegro, Belgrade
Bulgaria, Sofia	Kenya	Sierra Leone, Freetown
Burkina, Ouagadougou	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burma, Rangoon	Laos	Sri Lanka, Colombo
Burundi, Bujumbura	Latvia, Riga	Sudan, Khartoum
Cambodia, Phnom Penh	Liberia, Monrovia	Suriname, Paramaribo
Cameroon, Yaounde	Lithuania, Vilnius	Syria, Damascus
Central African Republic, Bangui	Macedonia, Skopje	Togo, Lome
Chad, N'Djamena	Madagascar, Antananarivo	Turkmenistan, Ashkhabad
China, Beijing	Malawi, Lilongwe	Uganda, Kampala
China, Shanghai	Mali, Bamako	Ukraine, Kiev
Congo, Brazzaville	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cote d'Ivoire, Abidjan	Moldova)	Vietnam
Cuba, Havana	Mongolia,Ulaanbaatar)	Yemen, Sanaa
Cyprus, Nicosia	Mozambique, Maputo	Yugoslavia(See Serbia-Montenegro)
Djibouti	Nepal, Katmandu	Zaire, Kinshasa
Ecuador, Quito	Nicaragua, Managua	Zambia, Lusaka
Eritrea, Asmara	Niger, Niamey	Zimbabwe
Estonia (Eff: 24 May 2001)	Nigeria, Lagos	

*APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the PDTATAC for approval. The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart?
If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

NOTE: ***The high price of consumable goods in an area isn't a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.***

APPENDIX G

RESERVED

APPENDIX H

Travel Purpose Identifiers

Travel Purpose Identifier	Definition
1. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
2. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance	Travel to receive training.
4. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.

APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

*PART A

(Evacuations from Foreign Locations)
(See Chapter 12 for additional information)

State Department Standardized Regulations
(Government Civilian, Foreign Areas)
Chapter 600
Payments During Ordered/Authorized Departure
DEPARTMENTAL REGULATIONS

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CHAPTER 600
PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE DEPARTMENTAL REGULATIONS

(These regulations are prescribed by the Secretary of State for adoption by departments in the Executive Branch of the Federal Government. See Section 640.)

600 GENERAL

610 Definitions

As used in these regulations, the following terms are defined as follows:

a. "**Adult dependent**" for the purposes of this chapter includes the employee's spouse and any of the relatives defined in Sections 040m as family members who are 21 years of age or older.

b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.

c. "**Day**" means calendar day except when otherwise specified.

d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.

e. "**Dependent**" means a member of the employee's family as defined in Section 040m of the Standardized Regulations (Government Civilians, Foreign Areas) (See page IA-19). Special factors include:

(1) neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

f. "**Designated representative**" means a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. "**Evacuation**" means the authorized or ordered departure of an employee or dependent(s), or any of the circumstances outlined in Section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. "**Evacuation order**" means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. "**Evacuation payment**" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. "**Evacuee**" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) has departed post of assignment under authorized or ordered departure status; or

(2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "**Monetary amount**" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependents will be ordered or authorized to depart; or (2) an alternate safe haven is a safe haven approved by the head of agency under individual circumstances when in the interests of the U.S. Government.

Evacuees at a safe haven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. (Also see Section 631a(1).)

m. **"Subsistence expense allowance (SEA)"** means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n**. "Special allowance"** means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 U.S.C. 5521-5527 (The Act of September 26, 1961 (P.L. 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued December 25, 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

(1) civilian employees of the United States Government who are United States citizens or are United States nationals, except as provided in Section 612.3, and

(2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located.

Third country national employees and/or dependents may be considered for evacuation travel to their country of origin, point of hire, or designated foreign or U.S. safe haven if this is in the interest of the U.S. Government.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

(1) the United States;

(2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and

(3) any territory or possession of the United States.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

(1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or

(2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

613 Entitlement

a. Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations. Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.

b. Benefits for uniformed military personnel and dependents are covered in the DOD Joint Travel Regulations.

614 Designation of Authorized Safe Haven

a. An official safe haven will be designated by the Secretary of State as far in advance of any actual or possible evacuation as practicable. Employees and their dependents are expected to travel to this safe haven if an evacuation is ordered. (See Sections 631-633 for commencement and payment of special allowances.)

b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.

c. An alternate safe haven may be approved by the head of agency under individual circumstances when in the interests of the U.S. Government and shall be effective no earlier than the date of request for an alternate safe haven. **(Within DoD, ASD (FMP) approves alternate safe havens. Phone (703) 697-2086 or DSN 227-2086.)**

615 ADVANCE PAYMENTS

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Amount of Advance Payment

The advance payment shall be based on the rate of compensation including any allowances or post differential to which an employee was entitled immediately prior to the issuance of the evacuation order. The amount of the advance payment is the monetary amount covering a period not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Computation of Advance Payment

(a) For full time and regular part time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under Section 617.

(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under Section 617. The number of days shall be determined whenever possible by approximating the number of days per week normally worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission will be upon arrival at the safe haven post.

(b) The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

617.3 Payment Procedures

Payment of an advance payment and any required adjustment thereof will be made in accordance with procedures approved by the head of agency.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by Section 638 of these regulations, and if it is found that the employee is indebted for any part of an advance payment made, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness shall be made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment shall not be required when it is determined by the head of agency that the recovery would be against equity and good conscience or against the public interest in accordance with agency procedures.

619 Not currently used

620 CONTINUATION OF SALARY AND ALLOWANCE PAYMENTS

621 Computation

621.1 Family Ordered/authorized to Depart – Employee Remains at Post

(a) Post Allowance. After departure of all members of an employee's family from the post, pursuant to an evacuation order, the post allowance shall be reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance. If early return of the employee's family to the post is anticipated, the temporary quarters subsistence allowance may be continued at the rate prescribed in Sections 120 and 925 of the Standardized Regulations (Government Civilians, Foreign Areas).

(c) Living Quarters Allowance. The living quarters allowance may be continued at the "with family" rate for a period not to exceed six months.

(d) Education Allowance

(1) "School at post" education allowances shall be terminated without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas).

(2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see Section 633 for special education allowance.

(e) Educational Travel. When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safe haven location displaces the post as the travel destination. (See Section 633.4.)

621.2 Employee and Family Ordered/Authorized To Depart

(a) Post Allowance. The post allowance shall be terminated as of the close of business of the day of departure from the post.

(b) Temporary Quarters Subsistence Allowance. The temporary quarters subsistence allowance shall be terminated as of the close of business of the day of departure from the post.

(c) Living Quarters Allowance. Payment of the living quarters allowance shall be terminated as of the close of business of the day of the employee's departure from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances shall terminate without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22.)

(2) "School away from post" education allowances. (See Section 633.)

(e) Educational. Travel When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safe haven location displaces the post as the travel destination. (See Section 633.4.)

(f) Post Differential and Danger Pay. When the employee departs post pursuant to ordered or authorized departure, payment of post differential and danger pay shall terminate in accordance with applicable provisions of the Standardized Regulations (Government Civilians, Foreign Areas) (see Section 532 and Section 654.2 respectively). Subsequent eligibility for these benefits to an evacuated employee at the safe haven post or other temporary duty stations shall be governed by the provisions of the Standardized Regulations (Government Civilians, Foreign Areas) dealing with payment of these benefits on detail. (See Sections 540 and 655.)

622 Payment

Insofar as practicable, payments shall be paid on the employee's regular pay days computed as follows:

a. For full time and regular part time employees, the amount of the payment shall be computed on the basis of the employee's regularly scheduled workweek.

b. For intermittent employees, the amount of the payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six-week period.

c. Payment and any required adjustment will be made in accordance with procedures approved by the head of agency. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post of an allotment or assignment of pay form, immediately following departure of dependents or, if the employee is also evacuated, upon arrival at the safe haven post.

d. When an advance payment has been made under Section 615, no part of the advance will be offset against salary and allowance payments (Section 620) so long as the evacuation order remains in effect. (See Sections 618 and 638 for reconciling employee accounts.)

623 Termination

The authority for allowance payments under Section 620 shall cease as of the earliest of the following dates:

a. the date the evacuated/departed employee commences travel under an assignment order to another duty station outside the evacuation area;

b. the effective date of transfer when the employee is already at the post to which transferred;

c. the date of separation;

d. the date specified by the head of agency;

e. the date specified by the Secretary of State;

f. 180 days after the evacuation order is issued; or

g. the date the evacuee commences return travel to post.

624 Agency Report Requirements

When an evacuation is ordered or authorized, a report will immediately be submitted to the head of agency who will forward a copy to the Department of State. The report will contain the following information:

a. names of evacuated employees;

b. names of evacuated dependents (indicating, where appropriate, designated representatives);

c. feasibility of officially reassigning evacuated employees to other positions;

d. number and kinds of evacuated employees needed to reactivate the post; and

e. any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from the head of agency.

625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safe haven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part time employees, either regular or intermittent, are given assigned work at the safe haven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under Section 620 are made.

630 SPECIAL ALLOWANCES

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, subsistence, and special education expenses. The employee continues to be responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses which may be payable as special allowances under these regulations, an agency determination shall be made for the evacuation considering the following items as the maximum amounts payable:

631 Travel Expense Allowances

The travel reimbursement for evacuees shall be determined in accordance with the rates of per diem for travel in foreign areas contained in the Standardized Regulations (Government Civilians, Foreign Areas), the Federal Travel Regulations or other pertinent agency travel regulations. Travel per diem is authorized for dependents of an employee ordered/authorized to depart at a rate which is equal to the rate payable to the employee (except that the rate for dependents under 12 years of age shall be one half this rate).

Travel per diem for the employee and dependents will be payable from the date of departure from the evacuated post through the date of arrival at the safe haven, including any periods of delay en route beyond the evacuee's control which may result from travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From Post to Family Safe Haven Locations. When the U.S. is the officially designated safe haven, ordered/authorized departure travel of all dependents may be permitted to the approved home leave point or to any other place in the continental U.S. even though the employee is authorized travel only to Washington, D.C. or other U.S. duty station. Families earlier order or authorized to depart to the U.S. or to an authorized foreign safe haven (see Sections 610.l and 614) at Government expense, may be permitted to rejoin an employee subsequently ordered or authorized to depart to a duty station in the U.S. However, to and from an alternate safe haven outside the U.S., travel expenses may be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station.

(2) From Outside Point to Safe Haven. When an evacuee is away from a post on official travel (home leave orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time of an evacuation order, travel expenses may be paid to the safe haven location from the employee/dependent's location. When an employee and/or dependents are away from a post on personal travel when an evacuation order is issued, travel to the safe haven location is on a cost constructive basis, not to exceed cost of travel from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under Section 632 are applicable.

(3) Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage (UAB) may be authorized for both ordered/authorized departure from and return to post trips (in accordance with JTR, par. C8020). If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance from post) may be granted to help defray costs of items normally part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: First evacuee without family: $250; First evacuee with one family member: $450; or First evacuee with two or more family members: $600. No receipts are required for this allowance. (Note: Even when the air freight replacement allowance is granted from post, evacuees will still be eligible for an air freight allowance when/if they return to post.)

(4) Third Country Nationals. On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents may be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if this is in the interest of the U.S. Government and approved by the Secretary of State.

b. Household Effects, Privately Owned Vehicle (POV) and Transportation Allowance

Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense. Shipment of POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid as follows: for first evacuee without family, $10 per day; for first evacuee with one family member, $15 per day; for first evacuee with two or more family members, $20 per day. The transportation allowance may be paid from the first day following arrival at the safe haven location. Receipts are not required.

***NOTE: CHANGED EFFECTIVE 10-23-01**
632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an evacuee shall be determined and paid in accordance with the provisions herein. Payment shall commence as of the date following arrival of the evacuee at an authorized safe haven location and may continue for not more than 180 days or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day will constitute a separate order, will start a separate 180 day period, and will apply only to evacuees departing

under that order. (See Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page 27 for the Evacuation Payments Worksheet.)

NOTE: CHANGED EFFECTIVE 10-23-01
632.1 Daily Amounts Authorized

(a) From the day following arrival at the safe haven location the first evacuee and additional family members will be reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment. The non-commercial rate will apply for days when a receipt for a commercial establishment is not received. On the 31st day at the safe haven location the rate of reimbursement will be reduced to the 31st through 180th day calculation listed for the rate (commercial or non-commercial) the family chooses for each of the remaining days in evacuation status. The employee may always be treated as the "first evacuee" if evacuated, even if evacuated subsequently to the other family member(s). There can only be one "first evacuee" at any given time, except as provided under Section 632.4(b) ("Tandem Couples").

Per diem rates may be accessed on the internet at the following locations:

For the Conterminous/Continental U.S. (CONUS): 48 contiguous states and the District of Columbia):
http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html.

For non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States):
http://www.dtic.mil/perdiem/pdrates.html

For foreign areas: http://www.state.gov/m/a/als/prdm/

(b) **Commercial rate**

(1) The per day amounts allowed for days 1 through 30 following arrival at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

(a) First Evacuee plus one (non-spouse eligible family member, age 18 and older);

(b) First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over);

(c) First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and over);

(d) First Evacuee plus three (one non-spouse eligible family member, age 12 and over);

(e) First Evacuee plus four or more family members.

Note: For special family compositions not addressed by (a) through (e) above, submit requests for consideration through appropriate agency channels to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0104.

For each additional evacuee age 18 and over:
A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:
A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safe haven.

Safe haven Per Diem = $ 196 (Lodging Portion $150; M&IE $46). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to $225; M&IE $46
Spouse: $46
Children 6 & 12: $23; $23
Child 18: $46

Lodging reimbursed for actual expenses up to maximum of $225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safe haven location through the end of the evacuation are:

For the first evacuee:
Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 and over:
A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:
A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation – not to exceed a total of 180 days.

Safe Haven Per Diem = $ 196 (Lodging Portion $150; M&IE $46). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to $225; M&IE $36.80
Spouse: $36.80
Children 6 & 12: $18.40; $18.40
Child 18: $36.80

Lodging reimbursed for actual expenses up to maximum of $225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(3) For lease coverage see Section 632.4(c).

(c) **Non-Commercial Rate**

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:
A flat amount of 10 percent of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee age 18 and over:
A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:
A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safe haven.

Safe Haven Per Diem = $196 (Lodging Portion $150; M&IE $46). Family consists of a tandem couple (both employees eligible for "first evacuee" rates) with two children ages 3 and 13.

First Evacuee: Flat amount $19.60; M&IE $46
First Evacuee: Flat amount $19.60; M&IE $46
Children 3 and 13: $23; $23
Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safe haven location through the end of the evacuation are:

For the first evacuee:
A flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee age 18 and over:
A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:
A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation - not to exceed a total of 180 days.

Safe Haven Per Diem = $196 (Lodging Portion $150; M&IE $46). Family consists of a tandem couple (both employees eligible for "first evacuee" rates) with two children ages 3 and 13

First evacuee: M&IE $36.80

First evacuee: M&IE $36.80
Children 3 and 13: $18.40; $18.40
Receipts are not required for any of these amounts.

632.2 Foreign Area Safe Haven

(a) When a foreign area is the officially designated safe haven, the subsistence expense allowance will be based on the per diem rate of the designated foreign area under the same payment guidelines of Section 632.1.

(b) When an evacuee goes to an approved alternate safe haven the subsistence expense allowance will be based on the lower of the following per diem rates using the same payment guidelines in Section 632.1: (1) the locality to which evacuated, (2) the rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily rate of the subsistence expense allowance actually paid shall be either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance

(a) <u>During Annual Leave, Sick Leave, Home Leave, Leave Without Pay</u>

Upon completion of authorized leave, an employee who is away from post on annual leave (including R&R) or home leave when an evacuation is approved should immediately notify post of an intention to return to work status in order to become eligible for the SEA at the designated safe haven. The employee then returns to post immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA upon their arrival at the authorized safe haven following the employee's commencement of official travel to the duty station. SEA is not paid to any evacuee authorized travel per diem (see Section 634).

Neither an employee nor dependent in R&R or home leave status is eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA shall continue to evacuees otherwise eligible while an employee in ordered/authorized departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) <u>Tandem Couples</u>

Tandem couple employees should each receive up to the first evacuee rate of subsistence expense. (See Section 610e(1).)

(c) <u>Lease Coverage</u>

If an employee or designee signs a lease for lodging at the safe haven and is ordered to return to post, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at not to exceed the lodging portion of the safe haven per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in the continental U.S. or non-foreign area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) at the annual rate of the "school at post" education allowance indicated for the safe haven post; or

(b) at the "school away from post" rate either of the evacuated post or of the safe haven post, at the discretion of the authorizing officer, where children are sent away from the safe haven post to schools necessitating boarding. In this case the subsistence expense allowance ceases for that child. The official safe haven location displaces the evacuated post as the travel destination.

633.2 Official Safe Haven in U.S.

Normally education allowances are not payable on behalf of children evacuated from a post in a foreign area to safe haven in the United States if accompanied by a parent, as public schools are available to all residents in the United States. However, if prior to evacuation, a child was attending school in the United States utilizing the "away from post" education allowance, the rate authorized for the evacuated post may continue for the remainder of the school year. There is no entitlement to subsistence expense allowance for children on "away from post" education allowance.

633.3 Alternate Approved Foreign Safe Haven

No special education allowance is authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue to be applied as provided in Section 280, except that the official safe haven displaces the post as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments may be made consistent with Section 632. While the child is at the school there are no SEA payments.

634 Suspension of SEA Payments

Payment of the subsistence expense allowance provided under Section 632 shall be suspended in the applicable per-person amount for any period during which the employee or dependents are authorized the travel expense allowance under Section 631, travel per diem, or educational travel under Section 280. If SEA payments are temporarily suspended for the first evacuee, one family member also receiving SEA becomes the first evacuee and thus receives the higher SEA payment.

635 Termination

Entitlement to special allowance payments during an evacuation shall cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally not to exceed ten days, provided it is justified on the employee's travel voucher and provided the 180 day limit is not exceeded):

(a) the date the evacuated employee commences travel under an assignment order to another duty station outside the evacuation area;

(b) the effective date of transfer when the employee is already at the post to which transferred;

(c) the date of separation;

(d) the date specified by the head of agency;

(e) the date specified by the Secretary of State;

(f) 180 days after the evacuation order is issued; or

(g) the date the evacuee commences return travel to post.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts shall review his/her account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his/her assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee shall be considered as though active Federal service had been rendered in a regular position without a break in service. Compensation shall be adjusted on the basis of the rates of compensation including any allowances or post differentials to which the employee would otherwise be entitled under all applicable statutes other than this act (P.L. 87-304, 75 Stat. 662), as codified in 5 U.S.C. 5521-5527, as reflected in Sections 621.1 and 621.2. Any adjustments shall also reflect payments made to the employee as authorized by Sections 617 through 618 of these regulations.

639 Employees/Dependents Assigned but Not Arrived at Post

Employees/dependents who have not yet arrived at the post at the time of the evacuation/departure order are not covered by Chapter 600. However, under the limited circumstances outlined in Section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided under Chapter 600 of the Standardized Regulations. Otherwise, when the criteria of Section 245 are not met, dependents who normally would accompany an employee to post will be eligible for involuntary separate maintenance allowance (Section 260) effective the date the employee begins official travel under assignment orders.

640 APPROVAL OF AGENCY REGULATIONS

641 Prior Approval

Executive Order 10982 requires prior approval by the Secretary of State of an agency's regulations which implement Chapter 600 of the Standardized Regulations(GC,FA). No agency shall make any payment under 5 U.S.C. 5521-5527 until approval has been received.

642 Approval Procedures

The head of an agency may adopt these regulations without change, but the Secretary of State must be so notified before the requirement for prior approval is satisfied. When an agency proposes to implement regulations that deviate from those provided in this Chapter, prior approval must be obtained from the Secretary of State before implementation.

643 Supplements to Agency Regulations.

An agency may issue supplemental instructions so long as they are not inconsistent with approved regulations and prior approval of the Secretary of State has been obtained before implementation.

644 Reimbursement to Other Agencies

If a payment is made to an employee or designated representative by an agency other than his/her own, the amount and date of payment will be immediately reported to the employee's agency and prompt reimbursement will be made.

645 Agencies with Approved Regulations

Agencies which have regulations approved by the Secretary of State:
Agency for International Development
Agriculture, Department of
American Battle Monuments Commission
Commerce, Department of
Defense, Department of
Education, Department of
Energy, Department of
General Accounting Office
General Services Administration
Health and Human Services, Department of
Interior, Department of the
Justice, Department of
Labor, Department of
National Aeronautics and Space Administration
National Science Foundation
Peace Corps
State, Department of
Transportation, Department of
Treasury, Department of the
United States Information Agency
Veterans Affairs, Department of

The following definition of "Family" from Section 040 of the Standardized Regulations (Government Civilians, Foreign Areas) is included here to complete the definition of "Adult dependent" in Section 610a and "Dependent" in Section 610e.

040 DEFINITIONS

m. "Family" means one or more of the following relatives of an employee residing at his/her post, or who would normally reside with him/her at the post except for the existence of circumstances cited in Section 262 warranting the grant of a separate maintenance allowance, but who does not receive from the Government an allowance similar to that granted to the employee and who is not deemed to be dependent **or** a member of the family of another employee for the purpose of determining the amount of a similar allowance:

(1) spouse, excluding a spouse entitled to and receiving a similar allowance;

(2) children who are unmarried and under 21 years of age or, regardless of age, are incapable of self support. The term shall include, in addition to natural offspring, step and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon normally residing with the guardian. (See Sections 270 and 280 on education allowances and educational travel.);

(3) parents (including step and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support;

(4) sisters and brothers (including step or adoptive sisters, or step or adoptive brothers) of the employee or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age or, regardless of age, are incapable of self support. (See also Sections 270 and 280 on education.);

(5) when determined by the head of the agency to be in the interest of the Government, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official hostess or equivalent for an employee who has no spouse residing with him or her at the post.

EVACUATION FAQS

Frequently Asked Questions on Evacuation
Interpretation of Evacuation Payment Regulations (DSSR 600)

1. Q: What is the difference between an authorized departure and an ordered departure?

A: Authorized departure merely allows the chief of mission (U.S. State Department) greater flexibility in determining which employees or groups of employees may depart, and avoids any negative connotation that might be attached to the use of the term "evacuation." Since the law uses the terms synonymously, there is no difference in benefits now in application of the regulations. The Department's Emergency Planning Handbook [Volume 12 Foreign Affairs Handbook – 1 (12 FAH-1)] discusses Departmental policy on procedural differences in Chapter 1412 of the Handbook (H-1400). Note: Once M approves evacuation status for post – either authorized or ordered – the 180-day clock "begins ticking".

2. Q: Do all USG agencies subscribe, follow or adhere to the DSSR on evacuations?

A: In accordance with DSSR 645 all agencies (including DoD) have agreed to implement the regulations. In order to ensure fair and consistent treatment of all evacuees, any agency that proposes to deviate from DSSR Chapter 600 must seek Secretary of State approval.

SAFEHAVEN

3. Q: How does an eligible family member (EFM) select an official safehaven and what is the subsistence expense allowance (SEA) based on?

A: An EFM evacuee should select an official safehaven based on where he/she will spend the longest time – such as where children may go to school. Although an evacuee is not required to remain at the official safehaven, any SEA payments will be based on the per diem rate of the official safehaven location. An official safehaven location for EFMs may be changed once during an evacuation. The important point is to notify the appropriate evacuee locator and accounting offices of any change in address.

4. Q: What benefits are available for those going to an alternate foreign safehaven?

A: Benefits are only available if the alternate foreign safe haven is approved as in the best interest of the U.S. Government by the head of agency or designee **(Within DoD, ASD (FMP) approves alternate safe havens. Phone (703) 697-2086 or DSN 227-2086)**. The only benefits are cost constructive travel and SEA. No education allowance of any type can be authorized, nor are any diplomatic immunities, privileges, or services available.

5. Q: May previously evacuated EFMs join the employee at his/her official safehaven?

A: EFMs evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin the employee subsequently evacuated to a duty station in the U.S. In this case, transportation costs would be at U.S. Government expense. Note: EFM travel from an alternate foreign safehaven to the employee's official safehaven will be on a cost constructive basis calculated from the evacuated post to the U.S. duty station [DSSR 631a.(1).]

6. Q: Can an evacuated employee accompany EFMs to their official safehaven who are unable to travel alone due to special needs or minor age?

A: In accordance with the necessary expense rule, employees may accompany EFMs unable to travel alone to their official safehaven and be reimbursed for travel expenses. When an employee elects to accompany EFMs to their official safehaven, his/her travel will be on a cost constructive based calculated from the evacuated post to the U.S. duty station.

7. Q: Can an EFM on educational travel and "away from post" education allowance travel to the safehaven following evacuation of a post?

A: Yes. The safehaven location displaces the foreign post of assignment for travel purposes under education allowance and educational travel as provided in DSSR 633.2 and DSSR 633.4, respectively. Note: Payment of SEA is not allowed for children on "away from post" education allowance (DSSR 633.2). Payment of SEA is allowed for children under educational travel only when they are at the safehaven and only for children unmarried and under 21 [see definition of "child" at DSSR 040m.(2)].

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. Q: When do SEA benefits commence for evacuees?

A: (1) CONUS Safehaven: SEA benefits will commence from the day following arrival at the official safehaven location. No SEA will be paid for travel en route to official safehaven location.

(2) Alternate Foreign Safehaven: If an alternate foreign safehaven is approved after evacuees have arrived at that location, SEA will commence no earlier than the date the Department (Within DoD, ASD (FMP) received the request for the alternate foreign safehaven. If the request for an alternate foreign safehaven is denied, no SEA is authorized until the evacuee arrives at the authorized safehaven.

9. Q: When an employee is evacuated after EFMs have been evacuated at an earlier date, is the employee entitled to SEA under DSSR Section 632.1, at the full amount for the first evacuee or at the amount for an additional family member?

A: When the employee is evacuated later than EFMs, the employee may be treated as the first evacuee or simply as an additional family member. The DSSR allows for eligible family member(s) and the employee to be at different safehaven locations, however, there can be only one "first evacuee" under the formula (whether commercial or non-commercial) at any given point in time. Note: For reimbursement for larger quarters, only family members residing with the first evacuee at his/her safehaven are counted for this special consideration (see FAQ 13).

NOTE: Home leave is renewal agreement travel within DoD. Rest and recuperation (R&R) allowances are not available within DoD.

10. Q: Can employees and EFMs on home leave or on rest and recuperation (R&R) (R&R not authorized within DoD) receive SEA payments?

A: Employees and EFMs cannot receive SEA while on home leave or in R&R status per DSSR 632.4. If away from post at the time of the evacuation order, the employee either must return to post or declare his/her intention to do so before any EFM can qualify for evacuation benefits. Transportation may be authorized to the official safehaven location. SEA may not commence for evacuees until each arrives at the authorized safehaven and providing the employee has commenced official travel to the duty station (either to safehaven or return to post). Determination of the exact date may also in some circumstances depend on the date the employee or EFMs were officially due to return to post.

11. Q: What if EFMs have been evacuated and the employee later joins the evacuated family on a different type of travel order such as R&R (R&R not authorized within DoD) or home leave?

A: The employee cannot receive SEA. However, SEA continues for EFMs previously evacuated per DSSR 632.4.

12. Q: How is it determined whether the commercial or non-commercial rate for SEA applies, and can an employee draw SEA at the commercial rate and EFMs draw SEA at the non-commercial rate at the same time?

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR 632.1, "There can only be one 'first evacuee' at any given time, except as provided under Section 632.4(b) ('Tandem Couples')". Only the first evacuee (this may be the employee or eligible family member) is reimbursed for a percentage of the lodging portion of the per diem rate for his/her safehaven location. All other eligible family members get only a percentage of the meal and incidental expense portion of the per diem rate of the first evacuee's safehaven location.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown in a separate document entitled Evacuation Payments Worksheet. Note: If evacuees stay in commercial lodging that does not include furniture and/or cost of utilities, these additional costs may be reimbursed as part of lodging (receipts must be submitted with lodging receipt).

13. Q: If the family composition requires more than one hotel room or larger quarters is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safehaven?

A: The first evacuee may be reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

(1) First Evacuee plus one (non-spouse family member, age 18 and older);

(2) First Evacuee plus one (non-spouse family member of opposite gender, age 12 and over);

(3) First Evacuee plus two (one non-spouse family member, age 18 and older; or one non-spouse family member, opposite gender, age 12 and older);

(4) First Evacuee plus three (one non-spouse family member, age 12 and over); and

(5) First Evacuee plus four or more family members.

14. Q: What if I have a special family composition not included as one of the five in FAQ 13?

A: Requests for other special family considerations should be submitted through your agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.

15. Q: Is my nanny or caregiver eligible for SEA?

A: Unless the nanny or caregiver is an EFM, the answer is "no". However, he/she may be the designated representative (DSSR 610.f) who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of an EFM.

16. Q: Upon termination of an evacuation order, is there a grace period for continuation of SEA until the day an evacuee returns to post?

A: Upon termination of an evacuation order, an employee or EFM may continue to receive SEA for an automatic grace period of three (3) days commencing from the day following termination of an evacuation order. An additional discretionary period of up to seven (7) days may be authorized due to transportation delays. Evacuees must provide a statement on their travel voucher justifying the additional seven (7) days required to arrange for return travel to post, such as airline reservations and air freight pick up. Other reasons of a personal nature do not qualify the evacuee for SEA for the additional days. Under no circumstances may SEA payments be made to exceed the 180 day "clock".

17. Q: Is there any other provision under the Evacuation Payments if I need further help with the unexpected expenses related to evacuation?

A: Yes. Under DSSR 615 Advance Payments, an employee may be paid in advance of the normal payday when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation. The advance payment shall be for a maximum of 30 days based on the rate of compensation including any allowances or post differential the employee was entitled to immediately prior to the evacuation order. The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

OTHER ALLOWANCES

18. Q: What happens to the "away from post" education allowance when an evacuation takes place?

A: The education allowance continues until the end of the current school year and the safehaven location replaces the foreign post of assignment as the destination for travel within the education allowance. No payment of SEA is authorized for any period of time covered by the "away from post" education allowance (DSSR 633.2).

19. Q: Do newly assigned employees/EFMs not yet arrived at the post qualify for evacuation benefits under DSSR Chapter 600?

A: Under the evacuation benefits law, only employees and dependents who are temporarily away from their foreign post of assignment at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. However, under the transfer allowance authority, DSSR Section 245 does allow equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to post.

On the date of the ordered/authorized departure, the following three criteria must be met:

(1) the employee's transfer orders have been issued;

(2) the employee must be within 60 days of scheduled departure directly to the new post, and either 3(a), (b) or (c).

(3)(a) HHE have been packed and residence quarters have been vacated; (b) the employee transferring from a post in the U.S. has an irrevocable contractual agreement for lease or sale of residence quarters; or (c) employee transferring from a foreign post with direct transfer orders (i.e., no home leave, or equivalent, prior to reporting to the new foreign post) is required by post to vacate residence quarters.

If all three criteria are not met, EFMs are eligible for only Involuntary Separate Maintenance Allowance under DSSR 262.1.

20. Q: Can you explain the use of voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to post later?

A: Following termination of an authorized/ordered departure an employee may elect voluntary SMA at the official safehaven for EFMs previously eligible for SEA payments and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this voluntary SMA and EFMs may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. This SMA is not to be considered the "one change of option" during a tour of duty. [DSSR 264.2(2)].

DEPARTURE FROM/RETURN TO POST

21. Q: If Permanent Change of Station (PCS) travel orders have been issued prior to an employee/EFM's departure from post, which orders take precedence?

A: PCS travel orders always take precedence over any other type of travel orders, including evacuation orders. An evacuee's travel should therefore be charged to his/her PCS orders. An evacuee may, however, be eligible to receive SEA benefits if the evacuation occurs prior to his/her originally scheduled PCS travel. When EFMs depart post under evacuation orders and the employee subsequently departs post under PCS orders, all evacuation benefits will cease for EFMs when the employee's PCS travel begins.

22. Q: How long are evacuation orders valid for return travel to post?

A: Under normal circumstances, evacuation orders are valid for up to one year from date of issuance. However, return to post within 30 days of reassignment travel is not allowed.

TANDEM COUPLES

23. Q: In the case of a tandem couple with dependent children and only one parent is being evacuated, on whose orders should the evacuated children be placed?

A: Children of tandem couples should be placed on only one employee's travel orders. In this case, the children should be on the evacuating employee/parent's orders.

24. Q: How does a tandem couple evacuated to the same official safehaven submit their receipts under the commercial rate formula for lodging?

A: Provided the evacuated couple is residing in the same commercial quarters, they should submit their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim in his/her own right along with each getting the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR 632.1(b). See FAQ 13 for special family composition consideration if there are additional family members.

SHIPMENT OF HOUSEHOLD EFFECTS (HHE), UNACCOMPANIED AIR BAGGAGE (UAB), AND PRIVATELY OWNED VEHICLE (POV)

25. Q: Will I have access to stored HHE while evacuated?

A: Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense (DSSR 631b).

26. Q: If I do not have UAB shipped from post during an evacuation and I receive the air freight replacement allowance, can I get UAB shipped back to post after the evacuation?

A: Yes. The air freight replacement allowance is only in place of the UAB **from** post.

27. Q: What is the amount of the air freight replacement allowance?

A: It is a flat amount, no receipts required, as follows: First evacuee without family $250; First evacuee with one family member $450; and First evacuee with two or more family members: $600. It is intended to enable evacuees to purchase those necessary items not able to be brought out of post as UAB.

28. Q: Can a POV be shipped from the post to the safehaven point?

A: Shipment of POV is not authorized at government expense. However, per DSSR 631b, in place of a POV at the safehaven, a transportation allowance is authorized as follows

- first evacuee $10 per day;
- first evacuee and one family member $15 per day;
- first evacuee and two or more family members $20 per day.

No receipts are required. Note: Regardless of safehaven location, employee/EFMs are counted when calculating the transportation allowance.

*NOTE: CHANGED EFFECTIVE 10-23-01

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)*(Eff: 10-23-01)*

(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

_____

City County (U.S. only) U.S. State or Country

Safe Haven Lodging ("L") _____ Meals & Incidental Expenses ("M&IE") _____

Safe Haven Advance Received $_____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate* Days 1 through 30	Commercial Rate* Days 31 through 180
First Evacuee	100% x L = _____* 100% x M&IE = _____	100% x L = _____* 80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____

SPECIAL FAMILY COMPOSITION CONSIDERATION
(Check Only One)

_____First Evacuee plus one (non-spouse eligible family member, age 18 and older).
_____First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).
_____First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older)
_____First Evacuee plus three (one non-spouse eligible family member, age 12 and over).
_____First Evacuee plus four or more family members.
_____NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.

*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.

The "non-commercial" rate will apply for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS
In addition to SEA payments, a transportation allowance may be paid as follows: $10 per day for first evacuee; $15 per day for first evacuee and one eligible family member; $20 per day for first evacuee and two or more eligible family members.

An air freight replacement allowance may be paid if air freight was not shipped FROM post. Employees and eligible family members will still be eligible to ship air freight BACK TO post. Amounts are: $250 for first evacuee only; $450 for first evacuee and one eligible family member; $600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates
--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS) http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html
--Non-Foreign, outside continental US = DOD http://www.dtic.mil/perdiem/pdrates.html
--All Foreign Locations = STATE http://www.state.gov/m/a/als/prdm/

Basic rules for determining SEA payments:
If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safe haven; (b) approved alternate safe haven; or (c) Continental US (CONUS) [as of 1-1-02, that is $85 ($55 for lodging; $30 for M&IE)]

Commercial Rate
Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is $150, maximum reimbursement for family lodging will be $225 per day. (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging will be $150 per day

Non-Commercial Rate
Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

24. Q: If I do not have UAB shipped from post during an evacuation and I receive the air freight replacement allowance, can I get UAB shipped back to post after the evacuation?

A: Yes. The air freight replacement allowance is only in place of the UAB ***from*** post.

25. Q: Can a POV be shipped from the post to the safe haven point?

A: Shipment of POV is not authorized at government expense. However, per DSSR 631b, in place of a POV at the safe haven, a transportation allowance is authorized as follows: first evacuee $10 per day; first evacuee and one family member $15 per day; first evacuee and two or more family members $20 per day. No receipts are required.

*

EVACUATION PAYMENTS WORKSHEET
[REFERENCE: DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR) CHAPTER 600]

Internet Sources for All Per Diem Rates:	**Basic rules for determining SEA payments:**
--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS.) ***http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html*** --Non-Foreign, outside continental US = DOD ***http://www.dtic.mil/perdiem/pdrates.html*** --All Foreign Locations = STATE ***http://www.state.gov/www/perdiems/index.html***	-- If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. -- If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safe haven; (b) approved alternate safe haven; or (c) Continental US (CONUS) [as of 1-1-00, that is $85 ($55 for lodging; $30 for M&IE)]

Safe haven Location (if within the U.S., include name of county to further identify safe haven location)_____
City County (U.S. only) U.S. State or Country

Safe haven Lodging **(*"L"*)** _____ Safe haven Meals & Incidental Expenses **(*"M&IE"*)** _____ Safe haven Advance Received $_____

In addition to SEA payments, a transportation allowance may be paid as follows: $10 per day for first evacuee; $15 per day for first evacuee and one eligible family member; $20 per day for first and two or more eligible family members.

An air freight replacement allowance may be paid if air freight was not shipped ***FROM*** post. Employees and eligible family members will still be eligible to ship air freight ***BACK TO*** post. Amounts are: $250 for first evacuee only; $450 for first evacuee and one eligible family member; $600 for first evacuee and two or more eligible family members.

	Commercial Days 1 through 30	**Commercial** Days 31 through 180	**Non-Commercial** Days 1 through 30	**Non-Commercial** Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	80% x L = _____* 80% x M&IE = _____	10% x L = _____ 100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____	50% x M&IE = _____	40% x M&IE = _____
Reimbursement for Commercial Rate will be based on (1) Receipt for actual lodging cost up to maximum. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. (2) M&IE component is paid as a flat amount, no itemization, no receipts required. *Families of 5 or larger may request waiver from head of agency or designee of the 80% lodging limit and be reimbursed up to 100% lodging limit for rest of evacuation.			Reimbursement for Non-commercial rate does not require any receipts since amounts are flat amounts for both lodging and M&IE	

APPENDIX I

EVACUATIONS IN THE UNITED STATES

*PART B

(See Chapter 12 for additional information)

DOD Implementation of OPM regulations in 5 CFR § 550-401 through § 550-408 regarding payments during an evacuation

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indicates changed effective 7 August 2000

Sec. 550.401 Purpose, Applicability, Authority, and Administration.

***(a) Purpose.** This part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.408 within the Department of Defense. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Governmentwide uniformity in making payments during an evacuation to employees or their dependents, or both, who are evacuated in the United States because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the United States.

(See the definition of 'United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN 225-0711, Comm (703) 695-0711), for employees and dependents of DOD components;

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;

3. The head of a DOD component (see definition in Appendix A) or designated representative;

4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. (The officials in item 5 were Delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.)

(c) Applicability. This part applies to—

(1) The Department of Defense (DoD) and DoD components;

(2) Employees of a DoD component who are U.S. citizens or who are U.S. nationals;

(3) Employees of a DoD component who are not U.S. citizens or U.S. nationals, but who were recruited with a transportation agreement that provides return transportation to the area from which recruited; and

(4) Alien employees of a DoD component hired within the United States.

(d) **Authority.** Advance payments, evacuation payments and payments of special allowances as provided by this part may be made by the responsible official designated by the Secretarial Process (See definition in Appendix A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DoD component concerned having employees subject to this part is responsible for the proper administration of this part. Advance payments and evacuation payments and any required adjustments shall be made in accordance with the DoD component's procedures.

Sec. 550.402 Definitions.

(a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.

(b) **Day** means a calendar day.

(c) **Dependent** means a relative of the employee residing with the employee and dependent on the employee for support.

(d) **Designated representative** means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.

(e) **Evacuated employee** means an employee of a DoD component who has received an order to evacuate.

(f) **Order to evacuate** means an oral or written order to evacuate an employee from an assigned area.

(g) **Safe haven** means a designated area to which an employee or dependent will be or has been evacuated.

***(h)** **United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the United States (This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR appendix A) (see JTR, Appendix A for listing of territories and possessions of the United States).

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and shall be paid on the employee's regular pay days when feasible.

(c) **Special allowances, including travel expenses and per diem**, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent 16 years of age or over, or a designated representative. When payment is made to someone other than the employee, prior written authorization by the employee must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DoD component may make payments in an evacuation situation to an employee of another Federal agency/DoD component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this part by a DoD component other than the employee's agency/DoD component, the DoD component making the payment shall immediately report the amount and date of the payment to the employee's agency/DoD component so that prompt reimbursement may be made.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments shall be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding taxes, and others, when applicable, shall be made before advance payments or evacuation payments are made.

(b) **(1)** **The amount of advance payments** shall cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) **Evacuation payments** shall cover the period of time during which the order to evacuate remains in effect, unless terminated earlier, but shall not exceed 180 days. When feasible, evacuation payments shall be paid on the employee's regular paydays.

(c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment shall not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) **(1) For full-time and part-time employees,** the amount of an advance payment or an evacuation payment shall be computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) For intermittent employees, the amount of an advance payment or evacuation payment shall be computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days shall be determined, whenever possible, by approximating the number of days per week normally worked by the employee during an average 6-week period, as determined by the DoD component.

Sec. 550.405 Determination of Special Allowances.

In determining the direct added expenses that may be payable as special allowances, the following shall be considered:

*(a) **The travel expenses and per diem** for an evacuated employee and the travel expenses for the dependents shall be as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined in accordance with the JTR (except that the rate for dependents under 12 years of age shall be one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents shall be payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any period of delay en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) Subsistence expenses for an evacuated employee or dependents shall be determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated by the Secretarial Process. Such subsistence expenses shall begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses shall be computed on a daily rate basis, as follows:

* **(1)** The applicable maximum per diem rate shall be computed using the lodgings-plus system (JTR, par. C4553) for the employee and each dependent who is 12 or more years of age. For each dependent under 12 years of age, the per diem rate is one-half of the applicable maximum per diem rate for employees and dependents who are 12 or more years of age. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee shall be either a rate determined in accordance with paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses shall be decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem in accordance with the JTR.

Sec. 550.406 Work Assignments During Evacuation; Return to Duty

(a) Evacuated employees at safe havens may be assigned to perform any work considered necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When part-time employees are given assigned work at the safe haven, records of the number of hours worked shall be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the order to evacuate, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments During evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee’s employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated;

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 U.S.C. App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction shall review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay shall be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than section 5527 of title 5, United States Code. Any adjustments in the employee's account shall also reflect advance payments made to the employee under Sec. 550.403(a) of this part.

(c)(1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness shall be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment shall not be required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee shall be considered as performing active Federal service in the assigned position without a break in service.

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)

CHANNELS OF SUBMISSION

A. Requests for an AEA not to exceed the 150 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 150 percent ceiling established in the JFTR, par. U4210-B1 and 2 or the JTR, par. C4602-B1 and 2 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The authorizing/order-issuing official, or the official who levies the requirement for the TDY assignment if different from the authorizing/order-issuing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE*: *Do not send AEA requests directly to the PDTATAC.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official;

a. American Forces Information Service
ATTN: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
ATTN: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
ATTN: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

*e. Defense Contract Management Agency
ATTN: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated.***

g. Defense Information Systems Agency
ATTN: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
ATTN: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
ATTN: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
ATTN: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
ATTN: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
ATTN: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

p. Department of Defense Education Activity
ATTN: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
ATTN: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

s. National Imagery and Mapping Agency
ATTN: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
ATTN: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
ATTN: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
ATTN: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
ATTN: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
ATTN: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the authorizing/order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM ***(MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of authorizing/order-issuing officials. If MACOM not listed the AEA authority has been delegated to the authorizing/order-issuing official.);***

b. Commander, Army Materiel Command (AMC), ATTN: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;

*c. Headquarters, Military Traffic Management Command (MTMC), ATTN: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), ATTN: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), ATTN: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, ATTN: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), ATTN: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; NOTE: Delegated to Installation Commanders with further delegation authorized;

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), ATTN: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;

l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, ATTN: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE*: *Delegated to USPFOs.***

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.

3. Navy:

   a. Military Personnel: Authorizing/order-issuing officials;

   b. Civilian Employees: Heads of Activities/ Commands or their designees.

4. Marine Corps:

   a. Military Personnel: Authorizing/order-issuing officials;

   b. Civilian Employees: Heads of Activities/ Commands or their designees.

5. Air Force:

   a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*;**

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;

c. HQ USAF. Order-issuing officials;

d. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For reserve units – Wing commander or equivalent, ***who may delegate no further than the group commander level.***

6. Coast Guard (Military Personnel): Authorizing/order-issuing officials.

7. National Oceanic and Atmospheric Administration Corps: Authorizing/order-issuing official.

8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.

9. Unified Commands:

a. United States Central Command (CENTCOM), ATTN: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;

b. Commander in Chief, U.S. Pacific Command (PACOM), ATTN: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;

c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;

d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;

e. Commander in Chief, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;

f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;

g. United States Transportation Command (USTRANSCOM), ATTN: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;

h. United States Southern Command (USSOUTHCOM), ATTN: SCCM, 3511 Northwest 91st Ave., Miami, FL 33172;

*i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.

10. Special Operation Commands:

a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469.

11. Schools:

a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;

c. NATO Defense College: U.S. Senior National Representative, Viale della Civilta del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705.

B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The authorizing/order-issuing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

*b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operation Commands:

a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; ATTN: Chief of Staff (SOCS) ; 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Unified Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
The Assistant to the Secretary of Defense (Legislative Affairs)
The Assistant to the Secretary of Defense (Atomic Energy)
The General Counsel of the Department of Defense
The Defense Advisor, U.S. Mission to NATO
Directors of Defense Agencies
President, Uniformed Services University of the Health Sciences
Director Operational Test & Evaluation
DoD Inspector General
Director, Defense Research & Engineering
Commander/Deputy Commanders of Air Force Major Commands

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites ***http://www.dtic.mil/perdiem/opdrform.html***, and ***http://www.dtic.mil/perdiem/pdrform.html***, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.

2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

3. Travelers should arrange commercial transportation, rental cars (if authorized), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a “should-cost” estimate) forming the basis of the reimbursement.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

b. must use coach class, unless a medical condition or mission timing requires premium class,

c. shall ***not*** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and

e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

*A. CTO Use Policy. It is DoD ***mandatory policy*** that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. services available under a TMS (see Appendix A), or

b. in-house travel offices.

2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at ***http://web7.whs.osd.mil/dodiss/directives/dir2.html***;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at ***http://web7.whs.osd.mil/dodiss/instructions/ins2.html***; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall ***not*** be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

*C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) ***(found at website http://www.dtic.mil/comptroller/fmr/)*** (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** are without effect. The locality rates in ***http://www.dtic.mil/perdiem/pdrates.html*** are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of $110 ($76 for lodging and $34 M&IE). The AO could authorize up to $296 for lodging (300% x $110 = $330 - $34 = $296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE:
****a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.***

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/opdrform.html) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

e. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is $2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999
NOTE 1: Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c)***.

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. <u>TDY Aboard Vessels</u>

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals **(In AOR only)**	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore – see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of $50 a night, but pays $100, the traveler may be reimbursed only for the taxes on $50).

NOTE*: *Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

a. currency conversion; ***NOTE*: *Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary)***; and

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

*d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

9. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

g. official local and long distance phone calls (see par. T4060-B5);

h. excess baggage transportation costs;

i. conference registration fees;

j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***

k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled; ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***; and

l. expedited charge card delivery (***effective 1 May 2001***);

*m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

11. tips for taxis and limousines;

12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);

13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);

14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

15. ***MEMBERS/EMPLOYEES***: tips for handling ***Government property at terminals and hotels***;

16. ***UNIFORMED MEMBERS ONLY***: customary tips for handling ***any baggage*** at transportation terminals;

17. **CIVILIAN EMPLOYEES ONLY**:

a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is*** a separately reimbursable travel expense when travel ***within CONUS*** requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;

b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is not*** a separately reimbursable travel expense ***for OCONUS*** travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)
18. **UNIFORMED MEMBERS ONLY**:

a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of $2 per day, ***is*** a separately reimbursable travel expense when TDY travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16);

b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is not*** a separately reimbursable travel expense ***for OCONUS*** travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.; and

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. duty sites,

b. lodgings,

c. dining facilities,

d. drugstores,

e. barber shops,

f. places of worship,

g. cleaning establishments, and

h. similar places required for the traveler's subsistence, health or comfort.

3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, ***Assigned Unit*** is a reserve member's designated post of duty and ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;

2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;

3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;

*4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
*Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	*par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	*par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
2/ Except as noted in JFTR, par. U2146.
3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
6/ Temporary lodging facilities are not Government quarters for purposes of this table.
7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	1. May be authorized reimbursement under par. T4040-F 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	not authorized
Travel from home/assigned unit to TDY Station	par..T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

Table is for informational purposes only. Entitlements are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.
2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully***. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of $75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has

two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;

(4) Rail service is available, cost effective, and consistent with mission requirements;

(5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE*: *See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

(1) Available coach class accommodations shall not allow timely mission completion;

(2) A traveler's documented medical condition requires use of premium class accommodations;

(3) Security or exceptional circumstances make use essential to accomplish the mission;

(4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;

(5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

(6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.)

NOTE*: *When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

(1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;

(2) A documented medical condition of the traveler requires use of first-class; or

(3) Exceptional security circumstances exist.

*d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

(1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

*(2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year***. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,

b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

Helping Verb	Degree of Restriction
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	**USS Eisenhower** **Discontinued**	June 20, 1996 **March 31, 1997**
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	**March 31, 1997**
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

***NOTE**: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.*

APPENDIX Q

TOURS OF DUTY

(See Chapter 4, Part A for applicable regulations)

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentia) only, for employees authorized dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized dependents
Dominican Republic
Egypt, for employees authorized dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized dependents
Hong Kong
Iceland, for all employees on initial agreements authorized dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa),
for employees on initial tour authorized dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized dependents
Johnston Island, for all employees on initial agreements authorized dependents
Jordan
Korea, for employees authorized dependents
Kuwait
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized dependents
Morocco
Nigeria, for employees authorized dependents
Northern Mariana Islands: Saipan only
Oman, for employees authorized dependents
Panama
Philippines
Puerto Rico
*Qatar, for employees authorized dependents
Russia, Moscow
Saudi Arabia, for employees authorized dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized dependents
Turkey, except Sinop (see subpar. C.)
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial
agreements authorized dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents
Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
Korea, for employees not authorized dependents
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
Mahe Island
Midway Islands
Nigeria, for employees not authorized dependents
Oman, for employees not authorized dependents
Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
Turkey: Sinop (all employees), Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents
West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

D. Special Circumstance Tour of Duty Areas

1. General. The tours of duty for the persons listed in subpars. 2. through 11. are exceptions to the tours of duty listed in subpars. A, B, and C.

2. DoD Education Activity Personnel

a. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for persons in teaching positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DoD Directive 1400.13) is 1 or 2 school years as required, plus the time required in the area because of arrival before the start of the school year and while awaiting transportation upon departure. The school year for persons in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for professional personnel not in 20 U.S.C. §901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions Reassigned Without Returning to CONUS to Positions Not Subject to 20 U.S.C. §901-907 for Which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 U.S.C. §901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 U.S.C.§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 U.S.C. §901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DS Regulation 5301.4) is the same as for other DoD civilian employees who are employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in the preceding subparagraphs B through D, tours of duty are 3 school years under the initial period of service agreement and 2 school years under subsequent agreements.

3. Employees of Defense Intelligence Agency (DIA). Because of the nature of employment , the Director, DIA administratively fixes the tours of duty for DIA employees.

4. Scientists on Sabbatical Leave. The tour of duty for scientists on sabbatical leave is 12 months.

5. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

6. U.S. Naval Observatory Personnel. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

7. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for civilian employees of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

8. Employees of the National Security Agency (NSA). Because of the nature of employment, the Director, NSA, shall administratively fix the tours of duty of NSA employees.

9. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for civilian employees of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

10. Department of the Air Force Management Interns. The tour of duty for management interns assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

11. Consultants and Experts. The tours of duty prescribed in subpars. 2 through 10 don't apply to consultants and experts.

E. Establishment of Other Than Standard Tours of Duty

*1. General. A nonstandard tour of duty established for an area or post may vary depending upon whether or not dependents are authorized to be present. Once operating officials determine that positions at a post are to be filled on a dependents-authorized basis, the tour of duty for that post is determined from subpar. A, B, or C, as appropriate. The same tour of duty ordinarily applies to all employees at that PDS, whether married or single, accompanied or unaccompanied. The tour of duty is based upon living conditions at the PDS and not on marital or family status.

*2. Requesting Revision. A DoD component desiring to establish a tour of duty that differs from the standard tour or from a specific tour of duty established in subpar. A, B, C, or D must submit a request for an exception to the Assistant Secretary of Defense (Force Management Policy) stating reasons for the desired exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

*APPENDIX R

RELOCATION INCOME TAX (RIT) ALLOWANCE

FEDERAL MARGINAL TAX RATES BY EARNED INCOME LEVEL AND FILING STATUS
TAX YEAR 2001
(Effective 1 January 2002)

NOTE: Previous tax year information is located in the printed version of Federal Travel Regulation, 41 CFR § 302, Appendices A-D.

YEAR 1 COMPUTATION

The following table is to be used to determine the Federal marginal tax rate for Year 1 for computation of the RIT allowance as prescribed in par. C16008-E1. This table is to be used for employees whose Year 1 occurred during calendar year 2001.

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
Percent	Over	But Not Over	Over	But Not Over	Over	But Not Over	Over	But Not Over
15	$ 7,582	$ 35,363	$ 13,905	$ 51,016	$ 18,061	$ 65,011	$ 8,742	$ 32,028
28	$ 35,363	$ 77,472	$ 51,016	$116,612	$ 65,011	$133,818	$ 32,028	$ 65,470
31	$ 77,472	$154,524	$116,612	$180,660	$133,818	$193,566	$ 65,470	$ 99,363
36	$ 154,524	$317,548	$180,660	$324,522	$193,566	$323,455	$ 99,363	$169,100
39.6	$ 317,548	-----	$324,522	-----	$323,455	-----	$169,100	-----

FEDERAL MARGINAL TAX RATES BY EARNED INCOME LEVEL AND FILING STATUS
TAX YEAR 2001
(Effective 1 January 2002)

YEAR 2 COMPUTATION

The following table is to be used to determine the Federal marginal tax rate for Year 2 for computation of the RIT allowance as prescribed in par. C16008-E1. This table is to be used for employees whose Year 1 occurred during calendar years 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, or 2001.

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
Percent	Over	But Not Over	Over	But Not Over	Over	But Not Over	Over	But Not Over
10	$ 8,137	$ 14,130	$ 14,743	$ 24,811	$ 20,219	$ 31,833	$ 11,770	$ 16,693
15	$ 14,130	$ 37,040	$ 24,811	$ 53,556	$ 31,833	$ 67,914	$ 16,693	$ 33,839
27	$ 37,040	$ 80,140	$ 53,556	$118,624	$ 67,914	$139,528	$ 33,839	$ 69,420
30	$ 80,140	$158,281	$118,624	$184,826	$139,528	$201,236	$ 69,420	$105,672
35	$158,281	$326,339	$184,826	$337,037	$201,236	$335,297	$105,672	$178,317
38.6	$326,339	-----	$337,037	-----	$335,297	-----	$178,317	-----

PUERTO RICO MARGINAL TAX RATES BY EARNED INCOME LEVEL
TAX YEAR 2001
(Effective 1 January 2002)

NOTE: Previous tax year information is located in the printed version of Federal Travel Regulation, 41 CFR § 302, Appendices A-D.

The following table is to be used to determine the Puerto Rico marginal tax rate for computation of the RIT allowance as prescribed in par. C16008-E4a.

Marginal Tax Rate	Single Filing Status		Any Other Filing Status	
Percent	Over	But Not Over	Over	But Not Over
11	----	----	----	$25,000
16.5	----	$25,000	----	----
29.5	$25,000	$50,000	$25,000	$50,000
33	$50,000	----	$50,000	----

STATE MARGINAL TAX RATES BY EARNED INCOME LEVEL
TAX YEAR 2001
(Effective 1 January 2002)

NOTE: Previous tax year information is located in the printed version of Federal Travel Regulation, 41 CFR § 302, Appendices A-D.

The following table is to be used to determine State marginal tax rates for calculation of the RIT allowance as prescribed in par. C16008-E2. This table is to be used for employees who received covered taxable reimbursements during calendar year 2001.

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	**$20,000-$24,999**	**$25,000-$49,999**	**$50,000-$74,999**	**$75,000 & Over**
Alabama	5	5	5	5
Alaska	0	0	0	0
Arizona	2.87	3.2	3.74	5.04
Arkansas	4.5	7	7	7
If single status 3/	6	7	7	7
California	2	4	8	9.3
If single status 3/	4	8	8	9.3
Colorado	4.63	4.63	4.63	4.63
Connecticut	4.5	4.5	4.5	4.5
Delaware	5.2	5.55	5.95	5.95
District of Columbia	7.5	9.5	9.5	9.5
Florida	0	0	0	0
Georgia	6	6	6	6
Hawaii	6.9	7.9	8.5	8.5
If single status 3/	7.9	8.5	8.5	8.5
Idaho	7.4	7.8	7.8	7.8
Illinois	3	3	3	3
Indiana	3.4	3.4	3.4	3.4
Iowa	6.48	7.92	8.98	8.98

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	**$20,000-$24,999**	**$25,000-$49,999**	**$50,000-$74,999**	**$75,000 & Over**
If single status 3/	6.8	7.92	8.98	8.98
Kansas	3.5	6.25	6.25	6.45
If single status 3/	6.25	6.45	6.45	6.45
Kentucky	6	6	6	6
Louisiana	2	4	4	6
If single status 3/	4	4	6	6
Maine	4.5	7	8.5	8.5
If single status 3/	7	8.5	8.5	8.5
Maryland	4.8	4.8	4.8	4.8
Massachusetts	5.85	5.85	5.85	5.85
Michigan	4.2	4.2	4.2	4.2
Minnesota	5.35	7.05	7.85	7.85
If single status 3/	7.05	7.05	7.05	7.85
Mississippi	5	5	5	5
Missouri	6	6	6	6
Montana	9	10	11	11
Nebraska	3.49	5.01	6.68	6.68
If single status 3/	5.01	6.68	6.68	6.68
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	1.4	1.75	2.45	6.37
If single status 3/	1.4	3.5	5.525	6.37
New Mexico	3.2	6	7.1	8.2
If single status 3/	6	7.1	7.9	8.2
New York	4	5.25	6.85	6.85
If single status 3/	5.25	6.85	6.85	6.85
North Carolina	6	7	7	7.75
North Dakota	6.67	9.33	12	12
If single status 3/	8	10.67	12	12
Ohio	3.715	4.457	5.201	6.9
Oklahoma	5	6.75	6.75	6.75
If single status 3/	6.75	6.75	6.75	6.75
Oregon	9	9	9	9
Pennsylvania	2.8	2.8	2.8	2.8
Rhode Island	25.5	25.5	25.5	25.5
(Rhode Island - See Footnote 4)				
South Carolina	7	7	7	7
South Dakota	0	0	0	0
Tennessee	0	0	0	0
Texas	0	0	0	0
Utah	7	7	7	7
Vermont	24	24	24	24
(Vermont - See Footnote 5)				
Virginia	5	5.75	5.75	5.75
Washington	0	0	0	0

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	**$20,000-$24,999**	**$25,000-$49,999**	**$50,000-$74,999**	**$75,000 & Over**
West Virginia	4	4.5	6	6.5
Wisconsin	6.5	6.75	6.75	6.75
Wyoming	0	0	0	0

1/ Earned income amounts that fall between the income brackets shown in this table (e.g., $24,999.45, $49,999.75) should be rounded to the nearest dollar to determine the marginal tax rate to be used in calculating the RIT allowance.
2/ If the earned income amount is less than the lowest income bracket shown in this table, the employing agency shall establish an appropriate marginal tax rate as provided in par. C16008-E2b.
3/ This rate applies only to those individuals certifying that they will file under a single status within the States where they will pay income taxes. All other taxpayers, regardless of filing status, will use the other rate shown.
4/ The income tax rate for Rhode Island is 25.5 percent of Federal income tax liability for all employees. Rates shown as a percent of Federal income tax liability must be converted to a percent of income as provided in par. C16008-E2c.
5/ The income tax rate for Vermont is 24 percent of Federal income tax liability for all employees. Rates shown as a percent of Federal income tax liability must be converted to a percent of income as provided in par. C16008-E2c.

*APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

(Traveler Identification)

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit	
	Information meeting	
	Training attendance	
	Speech or presentation	
	Speech or presentation	
	Conference attendance	
	Relocation	Same as change of official station.
	Entitlement travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
Payment Method	EFT Treasury Check Imprest Fund	Direct deposit via electronic funds transfer.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

STANDARD DATA ELEMENTS FOR TRAVEL

(Commercial Transportation Information)

Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	

Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, Gov't credit card number).
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

STANDARD DATA ELEMENTS FOR TRAVEL

(Travel Expense Information)

Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense Car rental, Taxis, Other	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
Constructive cost	Constructive cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
(Accounting & Certification)

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.