

NAVSO P-6034

# **THE JOINT FEDERAL TRAVEL REGULATIONS**

## **VOLUME 1**

### **UNIFORMED SERVICE MEMBERS**

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**JOINT FEDERAL TRAVEL REGULATIONS****VOLUME 1****CHANGE 265**

Alexandria, VA

1 January 2009

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2009 unless otherwise indicated.

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This change includes all material written in the following MAP items: 98-08; 117-08(E); 118-08(I); 123-08(I); 124-08(I); 126-08(I); 132-08(I); 137-08(I); 138-08(I); and 140-08(I).

Insert the attached Parts/Sections and remove the corresponding Parts/Sections.

This cover page replaces the Change 264 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 265:

U1035, U4102-D & E, U4800-E, U7125-D-G. Implements payment of the incidental expense portion of the TDY allowance of the PAC program for members hospitalized for treatment of a wound, injury or illness incurred while serving in a combat operation or combat zone and hospitalized for treatment.

U4173-D. Provides sample computation for temporary duty per diem involving area of responsibility (AOR) travel and overnight travel when lodging is not required.

U4800-E2a(3). Clarifies that the GMR and the \$3.50 incidental rate do not apply on days that the member/employee is traveling into/out of an AOR.

U5243-D2b. Changes "secondary or undergraduate college education" to "formal education".

U5630-B15, and U5635. Increases the DLA rates effective 1 January 2009 based on the monthly basic pay increase of 3.9% IAW 37 USC §1009 and Section 601 of FY 09 NDAA.

U6050-F, U6055, and U6060. Re-designates par. numbers to align and reformat the JFTR.

U7175. Deletes Muster Duty Allowance.

U9195-B. Adds language requesting substantiating documentation is provided at the time of TLA Special request submission.

APP G. Adds international driver's license/permit as a reimbursable expense for PCS and TDY travel.

APP P2, par. E3. Updates reference in APP P2.

APP R1, par. F5. Removes language regarding conference planning policy.

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 265**

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
265	Title-i	264	U3D-5	265	U4J-1	264	U5C6-7	264	U5E1-7
265	CL-i	264	U3E-1	264	U5-i	264	U5C6-9	264	U5E1-9
265	SIF-i	264	U3E-3	264	U5-iii	264	U5C6-11	264	U5E1-11
263	Intro-i	264	U3F-1	264	U5-v	264	U5C6-13	264	U5E1-13
263	Intro-iii	264	U3F-3	264	U5-vii	264	U5C6-15	265	U5E2-1
265	TOC-i	264	U3G-1	264	U5-ix	265	U5C7-1	265	U5E2-3
265	TOC-iii	265	U4-i	264	U5-xi	265	U5C7-3	265	U5E2-5
265	TOC-v	265	U4-iii	264	U5-xiii	265	U5C7-5	265	U5E2-7
265	U1-i	265	U4-v	264	U5-xv	264	U5D1-1	265	U5F-1
265	U1A-1	265	U4-vii	264	U5A-1	264	U5D1-3	265	U5F-3
265	U1A-3	265	U4A-1	264	U5A-3	264	U5D1-5	265	U5F-5
265	U1A-5	265	U4B-1	264	U5A-5	264	U5D1-7	265	U5F-7
265	U1A-7	265	U4B-3	264	U5B1-1	264	U5D1-9	265	U5F-9
264	U1B-1	265	U4B-5	264	U5B2-1	263	U5D2-1	265	U5F-11
264	U1C-1	265	U4B-7	264	U5B2-3	263	U5D2-3	264	U5G1-1
264	U1D-1	265	U4B-9	264	U5B3-1	263	U5D2-5	265	U5G2-1
264	U2-i	265	U4B-11	264	U5B4-1	263	U5D3-1	265	U5G2-3
264	U2A-1	265	U4B-13	264	U5B5-1	263	U5D3-3	265	U5G3-1
264	U2A-3	265	U4B-15	264	U5B6-1	264	U5D4-1	265	U5G3-3
264	U2B-1	265	U4B-17	264	U5B6-3	264	U5D4-3	265	U5H-1
264	U2B-3	265	U4B-19	264	U5B7-1	264	U5D4-5	265	U5H-3
264	U2B-5	265	U4B-21	264	U5B7-3	264	U5D4-7	265	U5H-5
264	U2C-1	265	U4B-23	264	U5B8-1	264	U5D4-9	265	U5H-7
264	U2C-3	265	U4B-25	264	U5B8-3	263	U5D5-1	265	U5I-1
264	U2D-1	265	U4B-27	264	U5B8-5	263	U5D5-3	264	U5J-1
264	U2E-1	265	U4B-29	264	U5B9-1	263	U5D6-1	264	U5J-3
264	U2F-1	265	U4B-31	264	U5B9-3	263	U5D6-3	264	U5J-5
264	U2G-1	265	U4C-1	264	U5C1-1	263	U5D7-1	264	U5J-7
264	U2H-1	265	U4C-3	264	U5C1-3	263	U5D7-3	264	U5J-9
264	U3-i	265	U4C-5	264	U5C2-1	263	U5D8-1	264	U5J-11
264	U3-iii	265	U4C-7	264	U5C3-1	263	U5D8-3	263	U5R-1
264	U3A-1	265	U4C-9	264	U5C3-3	263	U5D8-5	265	U6-i
264	U3A-3	265	U4D-1	264	U5C3-5	263	U5D9-1	265	U6-iii
264	U3B1-1	265	U4D-3	264	U5C4-1	263	U5D9-3	264	U6A1-1
264	U3B1-3	265	U4D-5	264	U5C4-3	263	U5D10-1	264	U6A1-3
264	U3B2-1	265	U4E-1	264	U5C4-5	263	U5D10-3	264	U6A1-5
264	U3B2-3	265	U4F-1	264	U5C4-7	263	U5D11-1	264	U6A2-1
264	U3B2-5	265	U4G-1	264	U5C4-9	263	U5D11-3	264	U6A2-3
264	U3B2-7	265	U4H-1	264	U5C4-11	263	U5D11-5	264	U6A3-1
264	U3B2-9	265	U4H-3	264	U5C5-1	263	U5D12-1	264	U6A3-3
264	U3B3-1	265	U4H-5	264	U5C5-3	263	U5D12-3	264	U6A3-5
264	U3B4-1	265	U4H-7	264	U5C5-5	263	U5D12-5	264	U6A3-7
264	U3C-1	265	U4H-9	264	U5C6-1	264	U5E1-1	264	U6A3-9
264	U3D-1	265	U4I-1	264	U5C6-3	264	U5E1-3	264	U6A3-11
264	U3D-3	265	U4I-3	264	U5C6-5	264	U5E1-5	263	U6A4-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
263	U6A4-3	265	U7U-1	260	U10B-13	257	E2-3	264	O-9
263	U6A5-1	265	U7V-1	262	U10C-1	263	E3-1	264	O-11
263	U6A6-1	265	U7W-1	262	U10C-3	217	F-i	264	O-13
265	U6B1-1	265	U7X-1	262	U10C-5	258	F1-1	264	O-15
265	U6B1-3	264	U7Y-1	241	U10D-1	258	F1-3	264	O-17
265	U6B1-5	264	U7Z1-1	241	U10D-3	217	F2-1	264	O-19
265	U6B2-1	265	U7Z2-1	240	U10D-5	265	G-1	264	O-21
265	U6B3-1	265	U8-i	263	U10E1-1	265	G-3	264	O-23
265	U6B3-3	265	U8-1	263	U10E1-3	265	G-5	264	O-25
265	U6B3-5	265	U8-3	263	U10E2-1	265	G-7	264	O-27
265	U6B3-7	265	U8-5	263	U10E2-3	217	H-i	261	P-i
265	U6B3-9	265	U8-7	263	U10E3-1	252	H1-1	257	P1-1
265	U6B4-1	265	U8-9	263	U10E4-1	214	H2A-1	257	P1-3
265	U6B4-3	265	U8-11	263	U10E4-3	261	H2B-1	265	P2-1
265	U6B5-1	265	U8-13	263	U10E5-1	232	H2C-1	265	P2-3
265	U6B6-1	265	U8-15	263	U10E5-3	232	H2C-3	265	P2-5
265	U7-i	264	U9-i	263	U10E5-5	261	H3A-1	265	P2-7
265	U7-iii	264	U9-iii	263	U10E6-1	220	H3B-1	263	Q-i
265	U7-v	234	U9A-1	263	U10E7-1	220	H3B-3	263	Q1-1
265	U7-vii	254	U9B-1	263	U10E7-3	221	U3B-5	263	Q1-3
264	U7A-1	254	U9B-3	263	U10E7-5	214	H4A-1	263	Q1-5
264	U7B-1	254	U9B-5	263	U10E8-1	214	H4B-1	263	Q1-7
265	U7C-1	264	U9C1-1	263	U10E9-1	214	H4C-1	263	Q2-1
265	U7D-1	264	U9C1-3	263	U10E9-3	214	H4D-1	263	Q3-1
265	U7E-1	264	U9C2-1	263	U10E10-1	214	H4E-1	263	Q3-3
264	U7F1-1	264	U9C2-3	263	U10E11-1	214	H4F-1	263	Q4-1
264	U7F1-3	264	U9C3-1	263	U10E11-3	176	I-1	261	R-i
265	U7F2-1	264	U9C4-1	263	U10E12-1	226	J-i	265	R1-1
265	U7F3-1	264	U9C5-1	263	U10E13-1	260	J1-1	265	R1-3
265	U7G-1	264	U9C6-1	263	U10E13-3	260	J1-3	257	R2-1
265	U7G-3	264	U9C6-3	263	U10E13-5	258	J2-1	260	R2-3
265	U7G-5	264	U9C6-5	263	U10E13-7	260	J3-1	263	S-1
265	U7G-7	264	U9C6-7	264	A1-1	226	K-i	263	S-3
265	U7G-9	265	U9C7-1	264	A1-3	260	K1-1	216	T-i
265	U7G-11	265	U9C7-3	264	A1-5	260	K1-3	216	T-1
264	U7H1-1	252	U9D-1	264	A1-7	260	K1-5	216	T-3
264	U7H1-3	252	U9D-3	264	A1-9	260	K2-1	253	U-1
264	U7H1-5	263	U10-i	264	A1-11	217	K3-1	240	V-1
264	U7H1-7	263	U10-iii	264	A1-13	241	K4-1	240	V-3
264	U7H1-9	263	U10-v	264	A1-15	245	L-i	240	V-5
264	U7H1-11	263	U10-vii	264	A1-17	259	L-1	240	V-7
264	U7H1-13	255	U10A-1	264	A1-19	259	L-3		
264	U7H2-1	262	U10A-3	264	A1-21	259	L-5		
264	U7I-1	253	U10A-5	264	A1-23	259	L-7		
264	U7I-3	253	U10A-7	264	A1-25	262	L-9		
265	U7J-1	258	U10A-9	264	A1-27	226	M-1		
265	U7J-3	260	U10A-11	264	A1-29	217	N-i		
265	U7K-1	261	U10A-13	263	A2-1	249	N1-1		
265	U7L-1	260	U10A-15	263	A2-3	249	N1-3		
265	U7M-1	260	U10A-17	256	B-1	249	N1-5		
265	U7N-1	260	U10A-19	138	C-1	244	N2-1		
264	U7O-1	260	U10B-1	256	D-1	244	N2-3		
265	U7P-1	260	U10B-3	261	E-i	263	O-i		
264	U7Q-1	260	U10B-5	259	E1-1	264	O-1		
263	U7R-1	260	U10B-7	258	E1-3	264	O-3		
264	U7S-1	260	U10B-9	257	E1-5	264	O-5		
265	U7T-1	260	U10B-11	262	E2-1	264	O-7		

# JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

## VOLUME 1

### UNIFORMED SERVICE PERSONNEL

<b>CHAPTER 1</b>	<b>APPLICABILITY AND GENERAL INFORMATION</b>
PART A	APPLICABILITY AND GENERAL INFORMATION
PART B	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART C	MISCELLANEOUS REIMBURSABLE EXPENSES
PART D	ISSUANCE OF MEAL TICKETS
<b>CHAPTER 2</b>	<b>ADMINISTRATION AND GENERAL PROCEDURES</b>
PART A	TRAVEL POLICY
PART B	TRAVEL AUTHORIZATIONS/ORDERS
PART C	TRAVEL STATUS
PART D	ADVANCE OF FUNDS
PART E	RESERVED
PART F	TRAVEL CLAIMS AND RECEIPTS
PART G	RESERVED (SEE APP R)
PART H	MILEAGE AND MALT RATES
<b>CHAPTER 3</b>	<b>TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL</b>
PART A	APPLICABILITY AND GENERAL RULES
PART B	TRAVEL BY COMMON CARRIER
Section 1	General
Section 2	Commercial Air Transportation
Section 3	Commercial Ship Transportation
Section 4	Train Transportation
PART C	TRAVEL BY GOV'T CONVEYANCE
PART D	TRAVEL BY POC
PART E	TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE
PART F	LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION
PART G	PARKING EXPENSES FOR CERTAIN MEMBERS
<b>CHAPTER 4</b>	<b>TEMPORARY DUTY TRAVEL (TDY)</b>
PART A	RESERVED
PART B	PER DIEM ALLOWANCE
PART C	ACTUAL EXPENSE ALLOWANCE (AEA)
PART D	ALLOWABLE TRAVEL TIME FOR TDY TRAVEL
PART E	GOV'T MESS USE/AVAILABILITY
PART F	OCCASIONAL MEALS AND QUARTERS
PART G	ITDY - TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL
PART H	HHG SHIPMENT AND STORAGE UNDER A TDY AUTHORIZATION/ORDER
PART I	REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR
PART J	TRAVEL ADVANCES
<b>CHAPTER 5</b>	<b>PERMANENT DUTY TRAVEL</b>
PART A	APPLICABILITY AND GENERAL RULES

PART B MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

Section 1 General

Section 2 Travel and Transportation Options

Section 3 PCS Examples - Lodgings and ‘Malt-Plus’ Per Diem

Section 4 Travel Restrictions

Section 5 Per Diem for PCS Travel when Gov’t or Commercial Transportation Used

Section 6 PCS to, from, or Between OCONUS Points

Section 7 Travel and Transportation Allowance Under Special Circumstances

Section 8 Separation from The Service or Relief From Active Duty Except for Discharge With Severance or Separation Pay

Section 9 Allowable Travel Time Computation

PART C DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

Section 1 General

Section 2 Travel and Transportation for a Dependent Relocating for Personal Safety

Section 3 Miscellaneous Travel Factors

Section 4 Various Unique PCS Situations

Section 5 Various Separations

Section 6 Unusual/Emergency Circumstances

Section 7 Dependent Student Transportation

PART D HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

Section 1 General

Section 2 Transportation Methods

Section 3 Net Weight and Excess Charges

Section 4 Transportation under Various Situations

Section 5 Local Short Distance Moves

Section 6 Separation from the Service or Relief from Active Duty Except for Discharge with Severance or Separation Pay

Section 7 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

Section 8 HHG Transportation under Unusual or Emergency Circumstances

Section 9 HHG Transportation when a Member is Officially Reported as Dead, Injured, Ill, Absent for More than 29 Days in a Missing Status, or upon Death

Section 10 Storage in Transit (SIT)

Section 11 Non-Temporary Storage (NTS)

Section 12 Authorized Locations and Authorized Limits Related to PCS

PART E POV TRANSPORTATION AND STORAGE

Section 1 POV Transportation

Section 2 POV Storage When POV Transportation to a Foreign/Non-Foreign PDS is not Authorized or Storage ICW Contingency Operation TDY

PART F MOBILE HOME TRANSPORTATION

PART G DISLOCATION ALLOWANCE (DLA)

Section 1 General

Section 2 Authorization Factors

Section 3 DLA Rates

PART H TLE ALLOWANCE WITHIN CONUS

PART I PET QUARANTINE

PART J EARLY RETURN OF DEPENDENTS

**CHAPTER 6 EVACUATION ALLOWANCES**

---

PART A AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Section 1 General

Section 2 Dependent Transportation

Section 3 Safe Haven Allowances for a Command-Sponsored Dependent and a Dependent Student

Section 4 HHG Transportation

Section 5 POV Transportation

Section 6 Miscellaneous Allowances

**PART B AUTHORIZED OR ORDERED MOVEMENTS WITHIN CONUS**

Section 1 General

Section 2 Dependent Transportation in Various Situations

Section 3 Safe Haven Allowance

Section 4 HHG Transportation

Section 5 POV Transportation

Section 6 Miscellaneous Allowances

**CHAPTER 7 TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES**

---

**PART A TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN**

**PART B TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS**

**PART C RECRUITING EXPENSE REIMBURSEMENT**

**PART D TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

**PART E WITNESS TRAVEL**

**PART F1 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS**

**PART F2 TRAVEL WHEN PER DIEM NOT AUTHORIZED**

**PART F3 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

**PART G TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY**

**PART H1 LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

**PART H2 REIMBURSEMENT FOR LODGING WHILE ON LEAVE**

**PART I MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS**

**PART J REST AND RECUPERATIVE (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

**PART K TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

**PART L RESERVED (SEE PAR. U1005)**

**PART M MEMBER WHOSE ENLISTMENT IS VOIDED**

**PART N ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS**

**PART O MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS**

**PART P TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS**

**PART Q TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS**

**PART R TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS**

**PART S TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT**

**PART T RESERVED (SEE APP E)**

**PART U REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

**PART V MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS**

**PART W RESERVED**

**PART X RESERVED**

**PART Y TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES**

PART Z1 TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM  
 PART Z2 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS  
**CHAPTER 8 COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)**

---

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

---

PART A DEFINITIONS  
 PART B COST OF LIVING ALLOWANCE (COLA)  
 PART C TEMPORARY LODGING ALLOWANCE (TLA)  
     Section 1 General  
     Section 2 Initial Assignment  
     Section 3 TLA under Special Conditions  
     Section 4 TLA upon Departure  
     Section 5 Miscellaneous Conditions  
     Section 6 Rates Payable, Computation Procedures and Examples  
     Section 7 TLA Special  
 PART D MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

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**CHAPTER 10 HOUSING ALLOWANCES**

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PART A GENERAL INFORMATION  
 PART B DEPENDENCY  
 PART C MEMBER TO MEMBER  
 PART D GOVERNMENT QUARTERS  
 PART E ASSIGNMENT SITUATIONS  
     Section 1 Member without Dependents  
     Section 2 Member with Dependent  
     Section 3 Acquired Dependents  
     Section 4 The GOV'T Defers Dependent Travel  
     Section 5 Member with-Dependents Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour  
     Section 6 Early Return of Dependents  
     Section 7 Dependent Travel – Advance and Delayed  
     Section 8 Family Separation Housing (FSH) Allowance  
     Section 9 Member in Transit  
     Section 10 Unusual Member Status  
     Section 11 Housing Allowance Following Member's Death  
     Section 12 Evacuation of a Member's PDS  
     Section 13 Reserve Components

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**APPENDIXES**

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**APPENDIX A**

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PART I DEFINITIONS  
 PART II ACRONYMS

**APPENDIX B OCONUS MAXIMUM PER DIEM RATES (See PDTATAC Website)**

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**APPENDIX C RESERVED**

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<b>APPENDIX D</b>	<b>CONUS MAXIMUM PER DIEM RATES (See PDTATAC Website)</b>
<b>APPENDIX E</b>	<b>INVITATIONAL TRAVEL AUTHORIZATIONS</b>
PART I	INVITATION TO TRAVEL
PART II	SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION
PART III	GOVERNMENT CONTRACTOR’S/CONTRACTOR EMPLOYEES’ TRAVEL
<b>APPENDIX F</b>	<b>CONSUMABLE GOODS ALLOWANCES</b>
PART I	LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART II	CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE
<b>APPENDIX G</b>	<b>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</b>
<b>APPENDIX H</b>	<b>TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION</b>
PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISIONS SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT
<b>APPENDIX I</b>	<b>RESERVED</b>
<b>APPENDIX J</b>	<b>COST-OF-LIVING ALLOWANCE (COLA)</b>
PART I	INTRODUCTION
PART II	COLA UNIQUE EXPENSES
PART III	COST-OF-LIVING ALLOWANCE TABLES
<b>APPENDIX K</b>	<b>OVERSEAS HOUSING ALLOWANCE (OHA)</b>
PART I	GENERAL INFORMATION
PART II	BRIEFING SHEET
PART III	MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES
PART IV	RENTAL ADVANCE PROTECTION
<b>APPENDIX L</b>	<b>ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS</b>
<b>APPENDIX M</b>	<b>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES</b>
<b>APPENDIX N</b>	<b>MOVE-IN HOUSING ALLOWANCE (MIHA)</b>
PART I	MOVE-IN HOUSING ALLOWANCE (MIHA)
PART II	MIHA SECURITY LOCATIONS
<b>APPENDIX O</b>	<b>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</b>

---

<b>APPENDIX P</b>	<b>CITY-PAIR PROGRAM</b>
PART I	CITY-PAIR PROGRAM
PART II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<b>APPENDIX Q</b>	<b>OCONUS TOUR LENGTHS/TOURS OF DUTY</b>
PART I	DOD SERVICE MEMBERS
PART II	NOAA
PART III	CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY
PART IV	CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY
<b>APPENDIX R</b>	<b>CONFERENCES</b>
PART I	CONFERENCE PLANNING POLICY (FTR §301-74)
PART II	CONFERENCE ATTENDANCE
<b>APPENDIX S</b>	<b>AUTHORIZED FEML LOCATIONS/DESTINATIONS</b>
<b>APPENDIX T</b>	<b>STANDARD DATA ELEMENTS FOR TRAVEL</b>
<b>APPENDIX U</b>	<b>AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/ DESTINATIONS</b>
<b>APPENDIX V</b>	<b>CROSSWALK BAH POLICY FROM DODFMR TO JFTR</b>

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## CHAPTER 1

### GENERAL

**Paragraph    Title/Contents**

**PART A: APPLICABILITY AND GENERAL INFORMATION**

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**Paragraph    Title/Contents**

<b>U1000</b>	<b>APPLICATION</b> A. Authority B. Application C. Authorization Not Stated D. Duplicate Payment
<b>U1005</b>	<b>GENERAL</b>
<b>U1006</b>	<b>COMPLEMENTARY REGULATIONS</b>
<b>U1007</b>	<b>COMPUTATION RULES</b>
<b>U1008</b>	<b>CHAPLAIN-LED PROGRAMS</b>
<b>U1010</b>	<b>IMPLEMENTATION</b> A. Allowance Regulations B. Implementation Regulations
<b>U1015</b>	<b>EXPENDITURE AUTHORITY</b>
<b>U1020</b>	<b>REGULATION CHANGE EFFECTIVE DATE</b>
<b>U1025</b>	<b>COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS</b>
<b>U1030</b>	<b>TERMINOLOGY</b>
<b>U1031</b>	<b>REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES</b>
<b>U1035</b>	<b>PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM</b>
<b>U1039</b>	<b>DOD TEST OF SIMPLIFIED ALLOWANCES</b>
<b>U1040</b>	<b>GAIN-SHARING PROGRAM</b>
<b>U1045</b>	<b>GOV'T QUARTERS USE/AVAILABILITY</b> A. Quarters Available B. Quarters Not Available C. Travel Authorization/Order or Voucher
<b>U1050</b>	<b>CONFERENCE/TRAINING AT THE PDS</b>

**Paragraph    Title/Contents**

**U1051        HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

**U1055        APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

**U1060        REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE**

- A.    General
- B.    Participation
- C.    Enrollment Fees

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

---

**U1200        RETAINING PROMOTIONAL ITEMS**

- A.    General
- B.    Seat Relinquishing
- C.    Lost or Delayed Accompanied Baggage

**U1205        STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL  
SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES**

**PART C: RESERVED**

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**PART D: ISSUANCE OF MEAL TICKETS**

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**U1500        MEAL TICKETS**

- A.    Issuance
- B.    Procedures
- C.    Value

## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

A. **Authority.** The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7, 37 USC.

B. **Application.** Each member of the Active and Reserve Components, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. See APP A, Part I for JFTR definitions of terms and Part II for acronyms.

C. **Authorization Not Stated.** There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

D. **Duplicate Payment.** A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is encountered and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not also be claimed against, nor paid by, the GOV'T. ***A non-deductible meal as listed in par. U4167 provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 may apply. See <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

### U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

### U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for a DOD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***

2. Travel and other expenses for dependent education,
  3. Home visitation between consecutive tours,
  4. Dependent travel ICW TDY,
  5. Dependent visitation,
  6. Dependent care expenses connected with training of responsible dependents,
  7. Dependent representational travel,
  8. Removal of dependents and HHG,
  9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

### **U1007 COMPUTATION RULES**

A. Computation Rules. The computation rules in these regulations may be unique to this Volume. Consult the relevant Chapters and Parts, to determine the correct computation process for the specific travel and transportation allowances.

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations (PMR rates are pre-computed and are found in the per diem table at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) are rounded to the next highest dollar with the provision in par. U1007-A2 in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$70.50 to \$70 as shown in par. U4265, example 5.
3. PMR computation is rounded-up to the nearest dollar.

***NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of \$100 may be increased to \$125. A conference lodging allowance is not AEA and must not used with AEA per diem. See APP R, Part 2, par. M.***

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Director may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

## U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or Reserve Component member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

## U1010 IMPLEMENTATION

A. Allowance Regulations. ***The regulations in this Volume require no further allowances implementation.*** When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. DODD 5154.29 requires that PDTATAC staff review all DOD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DOD Uniformed Services may submit their written material as desired. See par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. A word document of the written material should be forwarded, via the Service MAP representative found in the Feedback Reporting section of the Introduction, for review to:

1. Email address: [pdttac@perdiem.osd.mil](mailto:pdttac@perdiem.osd.mil); or
2. Fax: (703) 325-2945; or
3. Mail to:

PDTATAC  
Attn: T&T Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Ch 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Authorization/order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500-B);

5. Procedures and conditions under which advance payments are authorized including those in:
  - a. Permanent Duty Travel: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5385); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
  - b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);
  - c. Recruiting expenses (par. U7033);
  - d. TLA, par. U9157;
  - e. OHA, par. U10128-B ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);
9. Member financial responsibility (pars. U20103, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
12. Currency loss/gain procedures for OHA (par. U10028-B);
13. Command sponsorship criteria (see APP A definition of DEPENDENT, COMMAND SPONSORED);
14. Establishing children's dependency (APP A definition of DEPENDENT),
15. CTO use policy (par. U3120) ;
16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
18. Authorization/order writing procedures for certain foreign uniformed members (Ch 7, Parts Z1 and Z2).

#### **U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/ or in law.

**U1020 REGULATION CHANGE EFFECTIVE DATE**

A change to this Volume is effective, unless otherwise noted, on the date of the published change in which it first appears. This date appears in the lower left or right corner of each page. When an effective date is different from the published change date, that effective date is indicated.

**U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

**U1030 TERMINOLOGY**

The terminology used in JFTR may be unique to this Volume. Consult the glossary in APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other GOV'T regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel authorizations/orders.*

*Effective 15 May 2008*

**\*U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM**

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DODFMR, Volume 7A, Chapter 13, the member is authorized IE as part of the PAC even though not in a travel status.

**U1039 DOD TEST OF SIMPLIFIED ALLOWANCES**

Simplified travel and transportation allowance rules in APP O govern TDY for DOD Components listed in APP 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.

**U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

## U1045 GOV'T QUARTERS USE/AVAILABILITY

A. Quarters Available. A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check GOV'T quarters availability (e.g., through the CTO) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T quarters on the U.S. Installation at which assigned TDY; *however, when adequate GOV'T quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

***NOTE 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T quarters are available only if use is directed in the authorization/order.***

***NOTE 2: The member is not required to seek (or check for) GOV'T quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member, who is required to check quarters availability on arrival at a U.S. Installation, does so and is issued non-availability documentation, cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.***

B. Quarters Not Available. *GOV'T quarters are not available:*

1. When a TDY/delay point is at other than a U.S. Installation;
2. When an AO determines that GOV'T quarters use would adversely affect mission performance, except for:
  - a. A member attending a service school at an installation; and
  - b. An officer in grades O-7 through O-10 who personally determines quarters availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;
5. When travel is ICW a PCS:
  - a. When per diem is payable under 'MALT-Plus' (see par. U5105);
  - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T quarters at a POE/POD; or
  - c. To a ship/afloat staff with an OCONUS home port, and;
    - (1) A member is accompanied by dependents authorized concurrent travel;

(2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;

and GOV'T quarters are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

**C. Travel Authorization/Order or Voucher**

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:

a. Confirmation number provided by the Service's lodging registration process;

b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or

c. Member certification that GOV'T quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/order/voucher of GOV'T quarters non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

**U1050 CONFERENCE/TRAINING AT THE PDS**

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 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.

**U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

GOV'T policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DOD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (see APP A) whenever possible (5 USC §5707a).

**U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

Each commands/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

**U1060 REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE**

- A. General. The Registered Traveler program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.
- B. Participation. Participation in this program is voluntary and is not required by the GOV'T. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.
- C. Enrollment Fee. Enrollment fees in this program are **not** reimbursable. See APP G.

## CHAPTER 4

### TEMPORARY DUTY TRAVEL (TDY)

**Paragraph    Title/Contents**

**PART A: RESERVED**

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**PART B: PER DIEM ALLOWANCE**

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<b>U4100</b>	<b>GENERAL</b>
<b>U4101</b>	<b>WHEN IS PER DIEM AUTHORIZED</b>
<b>U4102</b>	<b>CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED</b>
	A. When Not in a Travel Status
	B. Day of Leave or Proceed Time
	C. When PCS MALT PLUS Per Diem is Paid
	D. Travel or TDY within PDS Limits
	E. TDY within the Local Area of the PDS (Outside the PDS Limits)
	F. Round Trips within 12 Hours
	G. Members Traveling Together with No/Limited Reimbursement
	H. Navigational and Proficiency Flights
	I. Assigned to Two-Crew Nuclear Submarines
	J. TDY or Training Duty Aboard a GOV'T Ship
	K. Aboard Ship Constructed by Commercial Contractor
	L. Field Duty
	M. TDY Aboard Foreign (Non-Government) Ship
	N. Member in Missing Status
	O. Members Traveling Together
	P. Stragglers
<b>U4105</b>	<b>PER DIEM PAYABLE IN SPECIFIC CASES</b>
	A. TDY ICW Fitting-Out or Conversion of a Ship or Service Craft
	B. Travel by U.S. or Foreign Government Ship for 24 or More Hours
	C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation
	D. Field Duty
	E. Member Dies while in a TDY Status
	F. Ordered to TDY while on Leave
	G. Authorization/Order Canceled while a Member Is en Route to a TDY Station
	H. TDY within the PDS Limits
	I. Contingency Operation Flat Rate Per Diem Allowance
	J. When the TDY Station Becomes the PDS
<b>U4115</b>	<b>INTERNATIONAL DATELINE</b>
	A. International Dateline (IDL)
	B. Computing Per Diem when Crossing the International Dateline (IDL)
	C. Computation
<b>U4125</b>	<b>PER DIEM UNDER THE LODGINGS-PLUS COMPUTATION METHOD</b>
<b>U4127</b>	<b>LODGING TAX UNDER THE LODGINGS-PLUS</b>
	A. CONUS and Non-foreign OCONUS Areas
	B. Foreign Areas

<u>Paragraph</u>	<u>Title/Contents</u>
<b>U4129</b>	<b>LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Commercial Lodging</li><li>C. GOV'T Quarters</li><li>D. Double Occupancy</li><li>E. Lodging with a Friend or Relatives</li><li>F. Lodging in other than Commercial Facilities</li><li>G. Lodging Not Available at TDY Station</li></ul>
<b>U4131</b>	<b>REIMBURSEMENT FOR AN APARTMENT, HOUSE, OR RECREATION VEHICLE WHILE TDY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Expenses</li></ul>
<b>U4133</b>	<b>LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM</b>
<b>U4135</b>	<b>DUAL LODGING REIMBURSEMENT ON A SINGLE DAY</b> <ul style="list-style-type: none"><li>A. Per Diem Basis</li><li>B. Miscellaneous Expense for Lodging</li><li>C. Maximum Reimbursement</li><li>D. Long-term Dual Lodgings Occupancy</li></ul>
<b>U4137</b>	<b>ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS</b>
<b>U4139</b>	<b>LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS</b>
<b>U4141</b>	<b>LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS</b>
<b>U4143</b>	<b>LODGING AND/OR MEALS OBTAINED UNDER CONTRACT</b>
<b>U4145</b>	<b>PER DIEM COMPUTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Stopover Point</li><li>C. M&amp;IE Payment</li><li>D. Meal Rate</li></ul>
<b>U4147</b>	<b>PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS</b> <ul style="list-style-type: none"><li>A. Rate</li><li>B. Departure Day</li><li>C. Return Day</li></ul>
<b>U4149</b>	<b>M&amp;IE RATE DETERMINATION FOR CONUS FULL DAYS</b> <ul style="list-style-type: none"><li>A. Locality Rate</li><li>B. GOV'T Meal Rate (GMR)</li><li>C. Proportional Meal Rate (PMR)</li></ul>
<b>U4150</b>	<b>PER DIEM AND AEA ON A SINGLE TRIP</b>
<b>U4151</b>	<b>M&amp;IE RATE DETERMINATION FOR OCONUS FULL DAYS</b> <ul style="list-style-type: none"><li>A. Applicable Locality Rate</li><li>B. The Standard GMR for Meals in a GOV'T Mess Plus \$3.50 for Incidental Expenses</li><li>C. PMR Plus the Incidental Expense Rate</li><li>D. OCONUS Incidental Expense Rate</li></ul>

<u>Paragraph</u>	<u>Title/Contents</u>
U4153	PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT
U4155	SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)
U4157	LODGING PER DIEM COMPUTATION
U4159	PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS A. M&IE Rate B. Lodging Not Required C. Lodging Required with/without Cost
U4160	PER DIEM FOR TDY TRAVEL BY CAR FERRY
U4163	ESSENTIAL UNIT MESSING (EUM)
U4165	DEDUCTIBLE MEALS
U4167	NON-DEDUCTIBLE MEALS
U4169	LODGING REQUIRED ON THE DAY TRAVEL ENDS
U4171	MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT
U4173	PER DIEM ALLOWANCE COMPUTATION EXAMPLES A. GOV'T Meal Rate (GMR) B. U.S. and Non-foreign OCONUS Lodging Tax C. Foreign Lodging Tax D. Examples
U4175	RETURN TO PDS FROM TDY FOR PERSONAL REASONS A. General B. Computation
U4176	TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS
U4177	NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <a href="http://www.dtic.mil/perdiem/pdrates.html">HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML</a>
U4179	PER DIEM RATE REVIEW A. General B. Final Submission Process
U4181	PER DIEM AND AEA ON A SINGLE TRIP
U4183	QUICK REFERENCE TABLES - PER DIEM ALLOWANCES
<b>PART C: ACTUAL EXPENSE ALLOWANCE (AEA)</b>	
U4200	GENERAL
U4205	JUSTIFICATION

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U4210</b>	<b>AUTHORIZATION/APPROVAL</b>
<b>U4215</b>	<b>LIMITATIONS</b>
<b>U4220</b>	<b>TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL</b>
	A. Examples
	B. Travel with Certain Dignitaries
	C. Air Crew Travel
<b>U4225</b>	<b>EXPENSES</b>
	A. Expenses Allowed
	B. Expenses Not Allowed
<b>U4230</b>	<b>AEA REQUESTS</b>
	A. General
	B. Channels of Submission
<b>U4235</b>	<b>150% MAXIMUM AEA</b>
	A. CONUS
	B. OCONUS
<b>U4240</b>	<b>300% MAXIMUM AEA</b>
<b>U4250</b>	<b>OVER 300% MAXIMUM AEA</b>
<b>U4255</b>	<b>REIMBURSEMENT</b>
	A. Limitations
	B. Incidental Expense
	C. M&IE Paid on a Per Diem Basis
	D. Lodging and/or Meals Obtained under Contract
	E. Itemization
<b>U4260</b>	<b>AEA COMPUTATION</b>
	A. General
	B. Meals Available under Special Arrangements
	C. Averaging Expenses
	D. Mixed Travel (Per Diem and Actual Expense)
<b>U4265</b>	<b>COMPUTATION EXAMPLES</b>
<b>PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL</b>	
<b>U4300</b>	<b>GENERAL</b>
<b>U4305</b>	<b>ACTUAL TRAVEL TIME</b>
<b>U4325</b>	<b>SCHEDULING TRAVEL</b>
	A. Schedule
	B. Early Departure
<b>U4326</b>	<b>TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP</b>
	A. Starting and Ending Travel
	B. En Route Rest Stop/Rest Period at a TDY Point

**Paragraph    Title/Contents**

- C. En Route Rest Stop
- D. Rest Period at the TDY Point before Reporting for Duty
- E. Delaying Return Travel to Use Reduced Travel Fares

**U4330        POC TRAVEL**

**U4335        SPECIAL CONVEYANCE TRAVEL**

**U4340        MIXED MODES TRAVEL**

**U4345        TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE**

- A. Authorization/Approval
- B. Starting/Ending Travel
- C. Cost
- D. Example

**PART E: GOV'T MESS USE/AVAILABILITY**

**U4400        GOV'T MESS**

- A. Mess Available
- B. Mess Not Available
- C. GMR/PMR Documentation

**PART F: OCCASIONAL MEALS AND QUARTERS**

**U4510        OCCASIONAL MEALS AND QUARTERS**

- A. General
- B. Computation

**PART G: ITDY - TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL**

**U4600        GENERAL**

**U4605        MEMBER ORDERED ON ITDY**

- A. General
- B. Dependent Transportation to the TDY Station or Other Location
- C. Member's Return to the PDS
- D. PCS Authorization/Order Received at the TDY Station

**PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER**

**U4700        GENERAL**

**U4705        AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**

**U4710        BASIC ALLOWANCE**

- A. Shipments in Addition to Authorized TDY Weight Allowance
- B. Weight Allowance
- C. Shipment of Replacement Items

**U4715        LIMITATIONS**

**U4720        TRANSPORTATION METHODS**

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U4725</b>	<b>FACTORS AFFECTING TDY HHG TRANSPORTATION</b> A. Weight Allowance B. Authorization/Order Amended, Modified, Canceled or Revoked C. Improper Shipments
<b>U4735</b>	<b>WHEN EXCESS CHARGES ARE INCURRED</b>
<b>U4740</b>	<b>CALLED (OR ORDERED) TO ACTIVE DUTY</b>
<b>U4745</b>	<b>PCS WITH TDY EN ROUTE</b>
<b>U4750</b>	<b>TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT</b>
<b>U4755</b>	<b>ITDY</b>
<b>U4760</b>	<b>TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP</b> A. General B. Ordered to a Ship C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
<b>U4765</b>	<b>TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP</b> A. General B. Ordered to a Ship Not Specified as Unusually Arduous C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
<b>U4770</b>	<b>HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT</b> A. Storage in Transit (SIT) B. Special Storage C. Non-temporary Storage (NTS) D. Storage after TDY/Deployment Completion
<b>U4775</b>	<b>HHG TRANSPORTATION AFTER STORAGE</b>
<b>U4780</b>	<b>HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE</b>

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**PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATION**

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<b>U4800</b>	<b>DEFINITIONS</b> A. Combatant Command Area of Operational Responsibility (AOR) B. Joint Task Force (JTF) C. Operational Deployment D. Exercises E. TDY Options
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**PART J: TRAVEL ADVANCES**

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<b>U4900</b>	<b>GENERAL</b> A. Policy B. Responsibilities
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<u>Paragraph</u>	<u>Title/Contents</u>
U4905	<b>ALLOWABLE ADVANCES</b>
	A. Authorization
	B. Advances may be for

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**CHAPTER 4**  
**TEMPORARY DUTY TRAVEL**  
**PART A: RESERVED**

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## PART B: PER DIEM ALLOWANCE

### U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. *The per diem rate is determined based on the member's TDY location, not the lodging location.* See par. U4129-G if neither GOV'T nor commercial quarters are available at the TDY location. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

**NOTE:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

### U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (see par. U4326-E).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

**NOTE:** *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

\*D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the departure day from or return day to the PDS ICW TDY away from the PDS. For transportation allowances see

Ch 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) 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 signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member 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. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized at the PDS.

\*E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see par. U3001. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized within the local area of the PDS.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.*

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T quarters at no charge or GOV'T meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;

2. Member is participating in the advance planning or critique phase of the operation; or
3. Secretary Concerned authorized payment of a per diem to a member who is performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. TDY aboard Foreign (Non-Government) Ship. A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such quarters must be made under par. U4135.

N. Member in a Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

O. Members Traveling Together. ‘Members traveling together’ refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members’ authorization/order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the authorization/order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and quarters

P. Straggler. A member, who becomes separated from the others while traveling as one of several members traveling together under an authorization/order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

#### U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

#### B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount than prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the member concerned in lieu of the prescribed rate regardless of the OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/order. The authorized rate should be paid for the period of time specified and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to that which the member would receive for the same period under, <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun.***

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY authorization/order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the authorization/order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/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 authorization/order is received, whichever applies), and the TDY location. See par. U3100-B. TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY authorization/order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972))

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the limits of a PDS when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.*** See Ch 3 for transportation allowances.

I. Contingency Operation Flat Rate Per Diem Allowance. The Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location. The reduced flat rate per diem allowance is equal to 55% of the applicable maximum locality per diem amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-1 effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)). See APP A for the definition of contingency operation.

1. Limitations. The following circumstances may affect reimbursement of per diem allowance.

- a. Retained lodging expenses during a member's authorized absence. See pars. U7225 and U7226.
- b. Contingency operation flat rate per diem allowance applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.
- c. See par. U4135 for dual lodging information.

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a contingency operation flat per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. Contingency Operation Per Diem Allowance Exception. The Secretary Concerned or authorized delegated authority may adjust the contingency operation flat rate per diem allowance when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or

- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. **Per Diem Computation Procedures.** The contingency flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable maximum daily TDY locality per diem rate, plus lodging tax (see par. U4105-I4c), in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. ***A lodging receipt is not required; however, one may be necessary IAW Service regulations to support miscellaneous lodging tax reimbursement.*** Ensure the member has asked about and taken advantage of any tax exemption that may exist.

- a. Pay 55% (or the appropriate percent) of the locality per diem allowance rate (plus CONUS lodging tax separately if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS. See par. U4147.
- b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of M&IE on the return day at the PDS.
- c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percent) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not separately reimbursable.***
- d. If authorized travel requires more than one day en route to the TDY contingency operation location where a reduced flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate. See par. U4145-B. The flat rate per diem rate is effective the day after the member is to report to TDY location. See pars. U4149 or U4151.
- e. For multiple TDY assignments between the contingency operation TDY location and other locations such as an installation where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging - the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the contingency operation TDY location. See par. U4105-I1c. The applicable per diem rate is effective the day after the reporting date to the TDY location. See pars. U4149 or U4151.

5. **Computation Example.** A member is ordered TDY to a CONUS location for two years ICW a contingency operation. The Secretary Concerned authorizes 55% reduced flat rate per diem in the TDY authorization/order at the onset. The locality per diem allowance rate for the location is \$259 (\$198/ \$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is \$15, - a separate miscellaneous reimbursable expense.

The contingency reduced flat rate per diem allowance is set at 55% or \$143 ( $\$259 \times 55\% = \$142.45$ , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night (***NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or  $\$198 \times .5 = \$99$ ) plus the appropriate lodging tax.***)

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ( $\$61 \times 75\% = \$45.75$ ) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

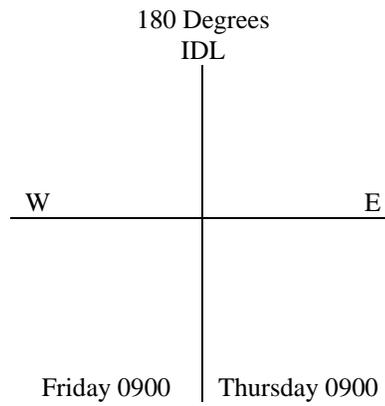
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/order or information indicating that the member is to be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-C if the TDY station is designated as the new PDS *effective immediately*.

#### U4115 INTERNATIONAL DATELINE

A. International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4115:

<b>EXAMPLE 1</b>			
<b>TDY Travel Involving IDL with a 'Lost' Day</b>			
The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
<b>A GOV'T mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE)=		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

<b>EXAMPLE 2</b>			
<b>TDY Travel Involving IDL without a 'Lost' Day</b>			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
<b>A GOV'T mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

#### U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'Lodgings-Plus' computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

#### U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is separately reimbursable when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid. See APP G.

B. Foreign Areas. The maximum locality lodging amount in foreign areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. *Tax on lodging in foreign areas are not separately reimbursable when per diem (or Ch 4, Part C AEA) is paid.*

#### U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and GOV'T quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. GOV'T Quarters. A fee/service charge paid for GOV'T quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. **NOTE: Double occupancy does not limit the traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.** Otherwise, the official traveler is allowed the single room rate. *The official traveler must provide the single room rate.*

E. Lodging with a Friend or Relative. *Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.* A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. *The Service/Agency cannot direct the member to lodge with friends or relatives.*

**Example 1:** A member (outpatient) and a DOD civilian employee (attendant), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.

**Example 2:** A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Ch 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither GOV'T nor commercial quarters are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

#### U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as quarters. Par. U4129-E applies for lodging with a friend/relative.

B. Expenses. Allowable lodging expenses are:

1. Apartment, house, or recreational vehicle rent;
2. Parking space for the recreational vehicle rent;
3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE 1: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).***

***NOTE 2: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: <http://www.gsbca.gsa.gov/travel/t1669917.txt>).***

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. See APP G for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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 traveler is authorized per diem during the entire TDY trip.

#### U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no GOV'T quarters or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.*

#### U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When it is necessary for a member to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. Miscellaneous Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging tax that would have been paid had the member remained at Location A overnight.

D. Long-term Dual Lodgings Occupancy. *An authorization/order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of par. U4135. Example:* An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 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**

***NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.***

A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45/day apartment cost in Location A as a miscellaneous expense. See APP G. The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.

**Applicable Per Diem Rates at the Time of This Example**

<u>Location</u>	<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165

**Reimbursement for the Location A Apartment for 5 days**

Lodging Cost	Number of Days	Total
\$45	5	\$225

**Per Diem for the TDY Assignment in Location B**

**First Day**

(Departure day from Location A and arrival day in Location B):

Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see <b><i>NOTE</i></b> )

**Second thru Fifth Day**

(Lodging cost + M&IE/day) x 4 days

Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <b><i>NOTE</i></b> )

**Return day to Location A**

(Lodging cost + M&IE)

Lodging	M&IE	Total
\$45	\$46	\$91

<b>EXAMPLE 2</b>			
<b><i>NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i></b>			
A traveler occupied GOV'T quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T quarters while TDY in Location D and authorized/ approved reimbursement for those quarters as a miscellaneous expense. See APP G. The lodging cost (\$110/day) incurred in Location D was used to determine the traveler's per diem while TDY in that city.			
<b>Applicable Per Diem Rates at the Time of this Example</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for GOV'T Quarters for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b>			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <b><i>NOTE</i></b> )	
<b>Second and Third Day</b>			
(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (see <b><i>NOTE</i></b> )	
<b>Day of Return to Location C</b>			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

**U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS**

A member may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest;
2. Property tax; and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

***NOTE: A member who purchases and occupies a residence at the TDY location may not be reimbursed for any cost associated with rental, purchase or shipment of furniture***

#### U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at GOV'T expense, the member is authorized the single room rate.

#### U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a traveler obtains lodging on a weekly, or monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the member acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased.** See par. U4137.

EXAMPLE
1. A member is TDY at a location at which the per diem is \$109 (\$70/ \$39).
2. The member obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

**NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.**

#### U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Ch 4, Part C. **NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (adopted from GSBGA 15890-TRAV, 29 July 2003).**

#### U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. **M&IE Payment.** The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T mess for per diem computation purposes. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.**

D. Meal Rate. The meal rate established by the authorization/order cannot be reduced after the ordered travel has been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T mess are not deductible meals. See par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

#### U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

A. Rate. 75% of the appropriate M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.

B. Departure Day. The per diem rate for the departure day from the PDS is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

C. Return Day. For any full calendar travel day 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. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem allowance is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

<u>Example</u>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

#### U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the applicable locality rate.

B. GOV'T Meal Rate (GMR). The standard GMR for meals in a GOV'T mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate GOV'T quarters are available (see ***NOTE*** below) on the U.S. Installation, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
4. The member is not traveling.

***NOTE: In circumstances in which adequate GOV'T quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR.)***

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate GOV'T quarters are available on the U.S. Installation, to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

***NOTE: In circumstances in which adequate GOV'T quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to PMR.).***

#### U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

#### U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. (See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate GOV'T quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a GOV'T Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate GOV'T quarters are available on the U.S. Installation, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

***NOTE: In circumstances in which adequate GOV'T quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE to GMR plus \$3.50.).***

C. PMR plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate GOV'T quarters are available on the U.S. Installation, to which the member is assigned TDY,
2. At least one meal is available and directed in a GOV'T mess on the U.S. Installation to which the member is assigned TDY, and
3. The member is not traveling.

***NOTE: In circumstances in which adequate GOV'T quarters are available but a member is directed to procure***

*private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE rate to PMR plus \$3.50.).*

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and GOV'T quarters are available (see NOTE below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel authorization/order.*
2. *Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.*

**NOTE:** *In circumstances in which adequate GOV'T quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to \$3.50.*

#### U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

#### U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine if one of the two meal rates based on GOV'T mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY authorization/order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

#### U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

#### U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under par.*

*U4159-A when travel is performed in the local area. See par. U4510 for occasional meals authority.*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

#### U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. TDY Mileage (see par. U2600)

a. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

b. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

a. GOV'T-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the GOV'T-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

***NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the member's location at 2400 (see par. U4145-A) on the debarkation day.***

4. Ferry Fees. Reimbursement is authorized for ferry fees.

***NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.***

#### U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authority to pay the M&IE allowance meal portion when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that GOV'T messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the authorization/order for it to be paid.*** A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510. ***IAW par. U4151-D, if an authorization/order does not state otherwise, locality incidental expenses rate is paid.***

#### U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
2. A deductible meal is a meal:
  - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
  - b. Included in a registration fee paid by the GOV'T;
  - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
  - d. Furnished by the GOV'T at no cost to a member (see par. U4167);
  - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
  - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).
3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

#### U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:
  - a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the **only method** of providing adequate subsistence to a member. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.**
  - b. In-flight meals,
  - c. Rations furnished by the GOV'T on military aircraft,
  - d. GOV'T meals paid for by the member and consumed in a GOV'T mess,
  - e. Meals furnished on commercial aircraft,
  - f. Meals provided by private individuals, or
  - g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).
2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

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#### U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

#### U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

#### U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. GOV'T Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check APP A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Tax. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense, except when 'MALT-Plus' per diem for POC travel is paid.

C. Foreign Lodging Tax. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. Tax on lodging in foreign areas is not separately reimbursable.

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

<b>EXAMPLE 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
<p>A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the GOV'T's advantage and authorized on the travel authorization/order. See par. U3305-B. The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&amp;IE.</p> <p>The maximum per diem rate for the TDY location is \$109 (\$70/ \$39); actual lodging cost is \$72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO. See Ch 4, Part C.</i></p>					
<b>ITINERARY</b>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
10 May	Residence	1st Stopover	\$109 (\$70/ \$39)	\$60	400 miles
11 May	En Route	TDY Station	\$109 (\$70/ \$39)	\$72	15
12 May	TDY Station	TDY Station	\$109 (\$70/ \$39)	\$72	
13 May	TDY Station	2nd Stopover	\$111 (\$72/ \$39)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover MI&E		50
<b>REIMBURSEMENT</b>					
Day 1	\$39 x 75% = \$29.25 + \$60 =				\$ 89.25
Day 2	\$39 + \$72 = (\$72 limited to \$70) =				\$109.00
Day 3	\$39 + \$72 = (\$72 limited to \$70) =				\$109.00
Day 4	\$39 + \$60 =				\$ 99.00
Day 5	\$39 x 75% =				\$ 29.25
1 round trip of 830 miles (official distance) x \$0.585/mile =					\$485.55
<b>Total Reimbursement</b>					<b>\$921.05</b>

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

**EXAMPLE 2**  
**Per Diem Rate – GMR/PMR and POC TDY Mileage Computation**

A member is TDY to a U.S. Installation at which GOV'T lodging (at \$6/night) and messing is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order. See par. U3305-B.

The maximum per diem rate is \$109 (\$70/ \$39). GMR (par. U4149-B) is \$9.80 and the PMR (par. U4149-C) is \$23 plus \$3.00, the CONUS incidental expenses rate, applies in this example.

***NOTE: GOV'T mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see APP A, GMR definition for the current GOV'T meal rate.***

**ITINERARY**

<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Distance</b>
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles

**REIMBURSEMENT**

15 March	$\$39 \times 75\% = \$29.25 + \$6 =$	\$35.25
16 March	$\$9.80 \text{ (GMR)} + \$3 \text{ (I)} + \$6 =$	\$18.80
17 March	$\$23 \text{ (PMR)} + \$3 + \$6 =$	\$32.00
18 March	$\$9.80 \text{ (GMR)} + \$3 + \$6 =$	\$18.80
19 March	$\$39 \times 75\% =$	\$29.25
1 round trip of 650 miles (official distance) x \$0.585/mile =		\$380.25
<b>Total Reimbursement</b>		<b>\$514.35</b>

\*3. Example 3. Per Diem Rate – AOR Travel Computation

<b>*EXAMPLE 3</b>				
<b>Per Diem Rate – AOR Travel Computation</b>				
A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T quarters and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY (AOR)	TP	--	\$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
<b>Reimbursement</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15.00/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>Reimbursement for per diem due member</b>				<b>\$317.75</b>

**U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General

1. Authorized Member. Par. U4175 applies to an active or reserve component member.
2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:
  - a. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or
  - b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

***NOTE:*** Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a separately reimbursable miscellaneous expense. OCONUS foreign lodging tax is not a separately reimbursable expense.

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.
4. Contingency Operation. See par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

**NOTE:** *The GMR used in the following example(s) is for illustrative purposes only. Check APP A (GMR) for the current GOV'T meal rates.*

1. Example 1

<b>EXAMPLE 1</b>			
<b>Per Diem and POC TDY Mileage Computation</b>			
<p>A traveler performed TDY (not at a U.S. Installation) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$112 (\$73/ \$39). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS. See par. U4102-D.</p>			
<p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.</p>			
<p>The traveler is due \$1,439.75 (constructed cost since it is less than the actual cost for this example).</p>			
<p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 to 26 June	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
30 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.585/mile =			\$760.50
<b>Actual Cost Total</b>			<b>\$1,631.50</b>
<b>Constructed Cost</b>			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles (official distance) x \$0585/mile =			\$380.25
<b>Constructed Cost Total</b>			<b>\$1,439.75</b>

2. Example 2

<b>EXAMPLE 2</b>			
<b>Per Diem, GMR and POC TDY Mileage Computation</b>			
A member is TDY at a U.S. Installation at which GOV'T messing is available for all meals and the lodging cost is \$6/night. GOV'T mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.			
The maximum per diem rate is \$109 (\$70/ \$39). The GMR (par. U4149-B) is \$9.80 plus \$3.00 CONUS incidental rate for this example.			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.			
The member is due \$393.75 (constructed cost since it is less than the actual cost for this example).			
<b>NOTE: GOV'T mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see APP A, GMR definition for the current GOV'T meal rate.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10 July	\$9.80 + \$3 + \$6 =		\$18.80
11 July	\$39 x 75% =		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
14-15 July	\$9.80 + \$3 + \$6 = \$18.80/day x 2 days =		\$37.60
16 July	\$39 x 75% =		\$29.25
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.585/mile =			\$432.90
<b>Actual Cost Total</b>			<b>\$618.30</b>
<b>Constructed Cost</b>			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10-15 July	\$9.80 + \$3 + \$6 = \$18.80/days times 6 days =		\$112.80
16 July	\$39 x 75% =		\$29.25
1 round trip of 370 miles (official distance) x \$0.585/mile =			\$216.45
<b>Constructed Cost Total</b>			<b>\$393.75</b>

**U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS**

*A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses.* The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

**Example 1:** Member TDY from Location A to Location B (with a maximum per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the maximum per diem rate in Location C is \$196 (\$149/ \$47), the member is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the maximum per diem rate for Location B is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

**Example 2:** Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the installation for \$20/night with no tax and is being paid the \$31 proportional meal rate (PMR) based on the authorization/order content that indicates GOV'T quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79/ \$43), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T quarters cost and PMR since they were directed in the authorization/order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

**Example 3:** Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$113 (\$70/ \$43), the member is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

**U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>**

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) than those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such authority, a travel authorization/order prescribing a per diem rate different from a rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is without effect and the locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is used.*** Reduced per diem rate calculation should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

**U4179 PER DIEM RATE REVIEW**

A. General. When a member, command or AO thinks 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 to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, 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 Ch 4, Part C.***

B. **Final Submission Process.** The Service determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

**CONUS Locations**

**General Services Administration**  
Office of GOV'Twide Policy  
ATTN: Travel Mgmt Division (MTT)  
1800 F Street NW, #G-219  
Washington, DC 20405-0001

**Non-Foreign OCONUS Locations**

**Per Diem, Travel and  
Transportation Allowance  
Committee (PDTATAC)**  
ATTN: E&S Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

**Foreign OCONUS Locations**

**Department of State**  
Director of Allowances  
State Annex 29, Room 262  
Washington, DC 20522-2902

**U4181 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS				Footnotes: See table # 4		
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied GOV'T quarters.	Arrived at the TDY location (on a U.S. Installation – GOV'T quarters available) on the same day as departed the PDS. The member elected not to occupy available GOV'T quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
<b>Per Diem for the Departure Day from the PDS<sup>6/</sup></b>	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. <sup>2/, 5/</sup>	75% of M&IE rate for TDY locality <sup>1/</sup> plus the cost of GOV'T quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the cost of lodgings occupied NTE cost of available GOV'T quarters. <b>No reimbursement for lodging tax.</b>	75% of the M&IE Rate for the destination TDY locality <sup>1/</sup>	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. <sup>2/, 5/</sup>	75 % of the M&IE rate for TDY locality <sup>1/</sup> plus lodging <sup>2/, 5/</sup> cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

(2) Whole Travel Days - CONUS						Footnotes: See table # 4
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied GOV'T quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies GOV'T quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available GOV'T quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
<b>Per Diem for Whole Travel Days</b> <sup>6/</sup>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality <sup>2/</sup> .	M&IE plus the cost of GOV'T quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. <sup>1/</sup>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality <sup>2/</sup> (If directed in the authorization/order, M&IE is PMR plus \$3 when deductible meals are provided <sup>7/</sup> – par. U4165-1)	M&IE plus the cost of GOV'T quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for GOV'T mess use/ availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging NTE the cost of GOV'T quarters (Lodging tax are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for GOV'T mess use/ availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

(3) Whole Travel Days - OCONUS						Footnotes: See table # 4
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied GOV'T quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied GOV'T quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available GOV'T quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
<b>Per Diem for Whole Travel Days</b> <sup>6/</sup>	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. <sup>1/</sup> )	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the authorization/order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the authorization/order directs essential unit messing (see par. U4400 for GOV'T mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging NTE the cost of GOV'T quarters <sup>5/</sup> . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the authorization/order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the authorization/order directs essential unit messing (see par. U4400 for GOV'T mess use/availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

(4) Day of Return to PDS					Footnotes: See below
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
<b>Per Diem for Return Day to PDS<sup>6/</sup></b>	75% of M&IE rate for last TDY locality. <sup>1/</sup>	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. <sup>1/</sup>	For departure day from the TDY: M&IE plus lodging <sup>2/</sup> , <sup>5/</sup> cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.

**Footnotes**

1/ GMR/PMR and the \$3.50 incidental rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ The AO can determine that \$3.50 for incidental expenses (IE) is not adequate for TDY on an OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. TDY locality IE rate payment may be authorized and must be stated in the travel authorization/order.

4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses when the member is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the authorization/order.

5/ Lodging tax *is not* separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.

6/ (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/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* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(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 (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

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## PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

### U4200 GENERAL

An actual expense allowance allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

### U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

### U4210 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel authorization/order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorization/approval cover a traveler specifically listed in the request and any alternate/additional traveler not specifically listed, but who actually performed the duty covered by the request.

### U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel authorization/order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DOD Component concerned should submit a request for a per diem rate adjustment. See par. U4179.
4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

### U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Sports event,
  - c. World's fair,
  - d. Convention,
  - e. Natural disaster, or
  - f. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in APP L, par. E. See also Chapter 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other GOV'T aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

#### U4225 EXPENSES

A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in APP A.

B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;
2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or
3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

## U4230 AEA REQUESTS

### A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:
  - a. Specific reason for travel (see APP H for general travel purposes);
  - b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DOD component;
  - c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DOD component;
  - d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
  - e. Available information that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
  - f. A reimbursement limitation recommendation; and
  - g. The name and phone number (commercial (and DSN) both with area code)) of a PoC for the request.
2. *Vouchers/receipts are not submitted with the AEA request.*
3. Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See APP L.

## U4235 150% MAXIMUM AEA

- A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>
- B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:
  1. 150% of the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>; or
  2. \$50 plus the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

*See APP L for a list of who may authorize/approve AEAs up to 150%.*

## U4240 300% MAXIMUM AEA

Daily maximums for CONUS/OCONUS travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> may be authorized/ approved if required to meet travel-associated expenses.

*See APP L for a list of who may authorize/approve AEAs up to 300%.*

#### U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the rate in <http://perdiem.hqda.pentagon.mil/perdiem/drates.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

1. The Director, PDTATAC. These requests must be submitted IAW pars. U4210-1 and U4230-A1 to:

Per Diem, Travel and Transportation Allowance Committee  
Attn: Travel and Transportation Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

or by email to [pdtatac@perdiem.osd.mil](mailto:pdtatac@perdiem.osd.mil) with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

***NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.***

#### U4255 REIMBURSEMENT

##### A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
  - a. 150% of the M&IE rate for the TDY location,
  - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2, or
  - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

B. Incidental Expense. When GOV'T quarters are available on a U.S. Installation (see APP A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$3.00 in CONUS, and
2. OCONUS
  - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
  - b. The locality incidental expense rate when the AO determines the \$3.50 rate is not adequate to meet anticipated expenses.

##### C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. **EXAMPLE:**

- a. A traveler is authorized/approved an AEA for lodging.
- b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the *total* locality per diem rate.
- e. The AEA for the maximum amount allowed for *lodging* is computed as follows:

(1) \$106 (Total Per Diem) x 150% = \$159,

(2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

**NOTE:** *'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).*

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, and U4250 (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

#### U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case can the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in APP A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

- a. A separately reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging ***NOTE: This is not payable unless expenses have been incurred.***, or
- b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. **OCONUS EXAMPLE:** A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

4. **CONUS EXAMPLE:** A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement paid to the member is \$20.

D. **Mixed Travel** (Per Diem and Actual Expense)

1. **General.** Mixed travel involves more than one daily 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 traveler's status and TDY location at 2400 of that calendar day. See par. U4145-A. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

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

3. **Return Day Reimbursement.** On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

**U4265 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 maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas does not include an amount for lodging tax. Lodging tax in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*

*2. The maximum amount allowed for lodging in foreign OCONUS areas/countries includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

*3. For per diem rates, see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>*

<b>EXAMPLE 1</b>			
<b>AEA Single TDY location</b>			
<b>AEA authorized for lodging and M&amp;IE paid on a per diem basis</b>			
See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).			
<b><u>CONUS TDY Location Per Diem w/o AEA</u></b>		<b><u>CONUS TDY Location Per Diem w/AEA</u></b>	
Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		AEA authorized NTE \$219 (\$146 x 150%) Lodging NTE \$172 (\$219 - \$47) M&IE - \$47	
<b>ITINERARY</b>			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$130.00
11-12 Aug		At TDY Station, Lodging - \$130/day x 2 days =	\$260.00
13 Aug	TDY	Residence	
Date	<b>REIMBURSEMENT ( denotes AEA computation)</b>		<b>Amount</b>
10 Aug	$\$47 \times 75\% = \$35.25 + \$130 =$		\$165.25
11-12 Aug	$\$47 + \$130 = \$177/\text{day} \times 2 \text{ days} =$		\$354.00
13 Aug	$\$47 \times 75\% = \$35.25$		\$35.25
<b>Total Reimbursement</b>			<b>\$554.50</b>

<b>EXAMPLE 2</b>			
<b>AEA to multiple CONUS TDY locations A, B, and C</b>			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$296 (\$248.50 = \$249/ \$47).			
Location B – Lodging and M&IE paid on a per diem basis, \$108 (\$77/ \$31).			
Location C – Lodging and M&IE paid on a per diem basis, \$116 (\$77/ \$39).			
See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).			
<b><u>CONUS TDY Location 'A' Per Diem w/o AEA</u></b>		<b><u>CONUS TDY Location 'A' Per Diem Rate w/AEA</u></b>	
Maximum Per Diem - \$197 Lodging - \$150, M&IE - \$47		AEA authorized NTE \$295.50 (\$197 x 150% = \$295.50 = \$296) Lodging NTE \$249 (\$296 - \$47) M&IE - \$47	
<b>ITINERARY</b>			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$70.00
10 Sep		TDY, Location B	\$70.00
11 Sep	TDY, Location B	TDY, Location C	\$75.00
12 Sep	TDY, Location C	Residence	
Date	<b>REIMBURSEMENT ( denotes AEA computation)</b>		<b>Amount</b>
7 Sep	$\$47 \times 75\% = \$35.25 + \$170.00 \text{ (AEA lodging) TDY Location A} =$		\$205.25
8 Sep	$\$47 + \$170 \text{ (AEA per diem rate)} =$		\$217.00
9-10 Sep	$\$31 + \$70 = \$101/\text{day} \times 2 \text{ days, TDY Location B} =$		\$202.00
11 Sep	$\$39 + \$75, \text{ TDY Location C} =$		\$114.00
12 Sep	$\$39 \times 75\% =$		\$29.25
<b>Total Reimbursement</b>			<b>\$767.50</b>

**EXAMPLE 3**

**AEA for two CONUS TDY locations A and B**

Location A – Lodging and M&IE paid on a per diem basis, \$110(\$71/ \$39).

Location B – AEA authorized for lodging, M&IE paid on a per diem basis, \$198 (\$159/ \$39) AEA.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<b>CONUS TDY Location ‘B’ Per Diem w/o AEA</b>	<b>CONUS TDY Location ‘B’ Per Diem Rate w/AEA</b>
Maximum Per Diem - \$132 Lodging - \$93, M&IE - \$39	AEA authorized NTE \$198 ( $\$132 \times 150\% = \$295.50 = \$198$ ) Lodging NTE \$159 ( $\$198 - \$39$ ) M&IE - \$39

**ITINERARY**

Date	Depart	Arrive	Lodging
1 Oct	Residence	TDY, Location A	\$70.00
2 Oct		TDY, Location A	\$70.00
3 Oct	TDY, Location A	TDY, Location B	\$120.00
4 Oct	TDY, Location B	Residence	
Date	REIMBURSEMENT ( denotes AEA computation)		Amount
1 Oct	$\$39 \times 75\% = \$29.25 + \$70$ , TDY Location A =		\$99.25
2 Oct	$\$39 + \$70 =$		\$100.00
3 Oct	$\$39 + \$120$ (AEA), TDY Location B =		\$159.00
4 Oct	$\$39 \times 75\% =$		\$29.25
<b>Total Reimbursement</b>			<b>\$396.50</b>

**EXAMPLE 4**

**AEA for multiple CONUS and OCONUS TDY locations A, B, and C**

CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, \$254 (\$208/ \$46).

OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, \$294 (\$209/ \$85).

OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, \$365 (\$293.50 = \$294/ \$71)

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<b>OCONUS TDY Location ‘C’ Per Diem w/o AEA</b> Maximum Per Diem - \$243 Lodging - \$172, M&IE - \$71	<b>OCONUS TDY Location ‘C’ Per Diem Rate w/AEA</b> AEA authorized NTE \$365 (\$243 x 150% = \$364.50 = \$365) Lodging NTE \$294 (\$365 - \$71) M&IE - \$71
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**ITINERARY**

<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Lodging</b>
5 Aug	Residence	TDY, Location A	\$200.00
6 Aug		TDY, Location A	\$200.00
7 Aug	TDY, Location A	TDY Location B	\$205.00
8-9 Aug		TDY Location B – Lodging \$205 x 2 days	\$410.00
10 Aug	TDY, Location B	TDY, Location C	\$200.00
11 Aug		At TDY Location C	\$200.00
12 Aug	TDY, Location C	Residence	
<b>Date</b>	<b>REIMBURSEMENT ( denotes AEA computation)</b>		<b>Amount</b>
5 Aug	\$46 x 75% = \$34.50 + \$200, TDY Location A =		\$234.50
6 Aug	\$46 + \$200 =		\$246.00
7-9 Aug	\$85 + \$205 = \$290/day x 3 days, TDY Location B =		\$870.00
10-11 Aug	\$71 + \$200 = \$271/day x 2 days, TDY Location C (AEA per diem) =		\$542.00
12 Aug	\$71 x 75% =		\$53.25
<b>Total Reimbursement</b>			<b>\$1,945.75</b>

**EXAMPLE 5**  
**AEA Single TDY location**  
**AEA authorized for lodging and M&IE**

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/ \$70). This rule applies when the individual AEA amounts exceed the maximum daily AEA per diem rate IAW par. U1007-A2.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<u>CONUS TDY Location Per Diem w/o AEA</u>	<u>CONUS TDY Location Per Diem w/AEA</u>
Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47	AEA authorized NTE \$219 (\$146/day x 150% = \$219/day) Lodging NTE \$149 (\$99/day x 150 = \$148.50 = \$149, add \$.50) M&IE - \$70 (\$47/day x 150% = \$70.50 = \$71, reduce to \$70)

**ITINERARY**

<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Meals and Incidentals</b>	<b>Lodging</b>
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24, Incidentals - \$3	\$130.00
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40, Incidentals - \$3	\$130.00
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
<b>Date</b>	<b>REIMBURSEMENT ( denotes AEA computation)</b>			<b>Amount</b>
10 Aug	\$25 + \$130 =			\$155.00
11 Aug	\$43 + \$130 =			\$173.00
12 Aug	\$78 + \$130 = (Total reimbursement is limited by maximum daily \$70 AEA M&IE)			\$200.00
13 Aug	\$17			\$17.00
<b>Total Reimbursement</b>				<b>\$545.00</b>

## PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

### U4300 GENERAL

***NOTE: Throughout par. U4300, users must remember that it is MANDATORY DOD policy to use CTOs for all official transportation requirements.***

When an authorization/order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed NTE the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the authorization/order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the authorization/order, and is more economical to the GOV'T.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

### U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

### U4325 SCHEDULING TRAVEL

A. Schedule. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The member's comfort and well being;
6. The member being scheduled for departures and arrivals between 0600 and 2400 unless the mission requires travel between 2400 – 0600;
7. Arranging transportation so that the member is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par U4326-B or U4326-C;
9. Requiring members to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

B. Early Departure. When a member departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the member should be prepared to provide a brief statement of the reason for departing earlier than scheduled under par. U4300, if required by financial regulations.

**U4326 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**

***NOTE: When scheduling flights of 14 or more hours (see par. U3125-B4i), the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in GOV'T-funded business accommodations with arrival on the day the TDY starts.***

A. Starting and Ending Travel

1. General

- a. The authorization/order establishes when travel status starts and ends.
- b. Ordinarily, a member on official travel is not required to travel during unreasonable hours at night (2400 – 0600).
- c. When travel is between 2400 – 0600, the only acceptable sleeping accommodations are:
  - (1) Ship staterooms, and
  - (2) Train sleeping cars.

***NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a member is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties. See pars. U4326-C and U4326-D.***

- d. A member should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent AO should schedule travel so that lodgings may be provided so the member can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
- f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

- g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. U4326-B and U4326-C.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to depart the:
- a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or
  - b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.
3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

**Example 1:** A member completes official TDY duty on Friday afternoon. The member could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the member from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The member receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the member receives 75% M&IE for Saturday. Any additional delayed days are the member's financial responsibility.

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

B. En Route Rest Stop/Rest Period at a TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Rest stops must not be 'automatic'. The AO must consider each request for a rest stop en route/rest period at the TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduled travel and **NOTE 1** in par. U4326 on rest periods. *Rest stops en route/rest periods at destination may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.*

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
- a. To start at, near, or after the end of the member's regularly scheduled duty hours; or
  - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. U4326-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
  - a. The origin or destination is OCONUS; and
  - b. Travel is by a usually traveled route; and
  - c. Travel is by less than first/business-class accommodations; and
  - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*.

***NOTE: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/ approve a rest stop en route. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.***

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:
  - a. Travel is authorized by first- or business-class service.
  - b. A member chooses to travel by a circuitous route, *for personal convenience*, causing excess travel time.
  - c. A member takes leave at a stopover.
4. En Route Rest Stop Location. An en route rest stop:
  - a. May be authorized/approved at any intermediate point, and
  - b. Should be as near to midway in the journey as the authorized carrier scheduling permits, or
  - c. Scheduled at a point en route at which the carrier permits a free stopover (if possible).
5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the member reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*;

***NOTE:*** The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/ approve a rest period at the TDY point. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel authorization/ order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;
3. The member is not authorized first- or business-class service;
4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties). See ***NOTE*** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. **Delaying Return Travel to Use Reduced Travel Fares.** When, to qualify for reduced transportation fares, a member elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the GOV'T; and
2. Delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

#### **U4330 POC TRAVEL**

Transportation cost and travel time are computed IAW pars. U3305 and U3310. For travel to and from carrier terminals, reimbursement is authorized IAW par. U3320.

#### **U4335 SPECIAL CONVEYANCE TRAVEL**

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

#### **U4340 MIXED MODES TRAVEL**

When travel is performed between any two points of a separate leg of a journey (par. U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-D or U3310-B.

#### **U4345 TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE**

A. **Authorization/Approval.** The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS.

B. Starting/Ending Travel. If to the GOV'Ts advantage, POC use may be authorized/approved to begin/end at the:

1. Member's residence (from which the member commutes daily to the PDS),
2. Location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or
3. Place near the member's residence where the POC is garaged/stored.

C. Cost. *Relative cost should be a consideration.*

D. Example. The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

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## PART E: GOV'T MESS USE/AVAILABILITY

### U4400 GOVERNMENT MESS

A. Mess Available. GOV'T mess must be used to the maximum extent practicable by members quartered on the U.S Installation.

B. Mess Not Available. A GOV'T mess is not available:

1. When GOV'T lodgings on the U.S. Installation are not available to a member while on official travel (see par. U1045);
2. On travel days; or
3. When an AO determines:
  - a. The use of the mess adversely affects mission performance;
  - b. There is excessive distance between the mess and places of duty, and/or of lodging;
  - c. Transportation is not reasonably available between the mess and places of duty, and/or of lodging; or
  - d. Duty hours and mess operating hours are not compatible.

C. GMR/PMR Documentation. An authorization/travel order must direct the GMR or PMR if one of these rates is to apply. If one of these rates is directed, but the GOV'T mess is not available, the member must be reimbursed:

1. The locality M&IE meal rate if all three meals were not available; or
2. The PMR if one or two meals were not available;

if the AO accepts the member's non-availability certification. An authorization/ order modification serves to document the meal rate change.

***NOTE: When an authorization/order, with the exception of an authorization/order to schoolhouse training (see par. U4155), does not direct the GMR or PMR, the locality M&IE rate is used. See par. U4165-1 for deductible meals.***

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## PART F: OCCASIONAL MEALS AND QUARTERS

### U4510 OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 (see below) *and* is in a status listed in par. U4510-A2. See below.

#### 1. Requirements

- a. Procure quarters from commercial, GOV'T or non-appropriated fund sources;
- b. Use GOV'T quarters and pay a service charge;
- c. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
- d. Procure meals from commercial or non-appropriated funds sources;

#### 2. Status

- a. Par. U4102-D (within PDS limits only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- b. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);
- c. Par. U4102-F (round trips within 12 hours);
- d. Par. U4102-G (members traveling together with no/limited reimbursement);
- e. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);
- f. Par. U4102-L (field duty);
- g. Pars. U4102-O and U4102-P (A member and/or straggler separated from others traveling together under an authorization/order directing no/limited reimbursement travel);
- h. Par. U4163 (Essential Unit Messing);
- i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
- j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
- k. Par. U7025 (travel incident to application processing);
- l. Par. U7125-D (bed-patient or inpatient);
- m. Par. U7150-A1 (Reserve Component Travel); or
- n. Par. U7150-E2g (lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T quarters/mess are available).

**B. Computation**

**1. Quarters**

a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality.

b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters.

c. When a member is required to procure/retain unoccupied quarters or to procure/retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is in par. U4135.

2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

## PART G: ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

### U4600 GENERAL

This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY. DLA is payable to a member under an ITDY authorization/order. (*See pars. U5620 and U5630-B.*) Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger then no MALT is payable for the dependent since the member receives TDY mileage. See par. U4755 for HHG transportation.

### U4605 MEMBER ORDERED ON ITDY

A. General. *Only the Service Headquarters can authorize/approve ITDY.* When ITDY applies and the member's TDY authorization/order does not provide for return to the PDS and the TDY:

1. Is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. Authorization/order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances are authorized at GOV'T expense.

B. Dependent Transportation to the TDY Station or Other Location. All travel and transportation authorized at GOV'T expense is to enable the dependent to establish a residence.

1. Both PDS and TDY Stations Are in CONUS. Dependent transportation at GOV'T expense is authorized at a cost NTE the cost from the PDS to the TDY station.
2. Both PDS and TDY Stations Are OCONUS. Dependent transportation is authorized at GOV'T expense to any location at a cost NTE the cost from the PDS to the TDY station. However, if determined to be in the GOV'Ts best interest, the Secretarial Process may authorize dependent travel to a CONUS location without any cost limitation.
3. PDS is in CONUS and the TDY Station is OCONUS. Only the Secretarial Process may authorize/ approve dependent transportation at GOV'T expense in this situation. When authorized/approved, transportation may be authorized from the PDS to:
  - a. The TDY station;
  - b. A CONUS location; or
  - c. A non-foreign OCONUS location if the OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to an OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

4. PDS is OCONUS and the TDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the TDY station, or other location, NTE the cost from the PDS to the TDY station.

C. Member's Return to the PDS. When:

1. The member returns to the PDS on a subsequent authorization/order to an activity at the same PDS, or
2. Simply returns to the same PDS from ITDY,

after the dependent has been moved at GOV'T expense to the TDY station or to another location; the member is authorized dependent travel and transportation from the TDY station or from the other location to the PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

D. PCS Authorization/Order Received at the TDY Station. When a dependent is moved at GOV'T expense to the TDY station or other location and the member receives a PCS authorization/order at the TDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the TDY station/other location to the new PDS.

## PART H: HHG SHIPMENT AND STORAGE UNDER A TDY AUTHORIZATION/ORDER

### U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of the length of time in storage (as long as the member's authorization/order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, see Ch 5, Part E, Section II. For information about HHG authorized locations, see tables at par. U4780 for TDY and par. U5390 for PCS.

### U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any UB being authorized. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restriction must be stated on the TDY authorization/order.

### U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the member's TDY weight allowances:

1. PBP&E (see par. U5310-C), and
2. Required medical equipment (see par. U5310-K).

**Part H: HHG Shipment & Storage Under TDY Authorization/Order**

B. **Weight Allowance.** The maximum weight allowances in the following table do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weights of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. **NOTE: The Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 pounds including the allowance listed below) of a member below pay grade O-7, but only on a case-by-case basis. The Secretary Concerned may increase the member's weight allowance (NTE the 1,000 total as noted) if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.**

<b>TDY WEIGHT ALLOWANCE (POUNDS)</b>			
<b>Service and Grade 1/</b>			
<b>Army, Air Force, &amp; Marine Corps</b>	<b>Navy, Coast Guard, &amp; National Oceanic and Atmospheric Administration Corps</b>	<b>Public Health Service</b>	<b>Weight Allowance</b>
<b>Officer Personnel</b>			
General/General of the Army	Admiral	N/A	2000 2/
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<b>Enlisted Personnel</b>			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes a Regular member, a member of a Uniformed Service Reserve Component, and an officer holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds (up to 4,000 pounds total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY weight allowance of HHG, is authorized a weight allowance of 800 pounds for a TDY authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. **Shipment of Replacement Items.** When an original TDY HHG shipment is destroyed or lost during transportation through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at GOV'T expense (68 Comp. Gen. 143 (1988)).

### **U4715 LIMITATIONS**

Under a TDY authorization/order, a temporary-to-permanent duty authorization/order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. From PDS to TDY station;
2. Between TDY stations; or
3. From the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

### **U4720 TRANSPORTATION METHODS**

The transportation methods in par. U5320 apply.

### **U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION**

- A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.
- B. Authorization/Order Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

### **U4735 WHEN EXCESS CHARGES ARE INCURRED**

HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the full cost of transporting them, to the extent that cost can be identified. If the cost of transporting these articles cannot be established, see par. U5340.

### **U4740 CALLED (OR ORDERED) TO ACTIVE DUTY**

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, see par. U5345-B2. For transportation allowances when a member is relieved from such active duty, see par. U5360-E.

### **U4745 PCS WITH TDY EN ROUTE**

See par. U5345-C1.

### **U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

Under an authorization/order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. Placed in NTS for the entire TDY period under par. U4770-C; or

2. Packed and moved from GOV'T quarters to private-sector housing in the old PCS vicinity, if required to vacate the GOV'T quarters.

**U4755 ITDY**

Under an authorization/order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. The TDY station, or
2. Any CONUS point, or
3. Other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under par. U4755 may be transported to the member's PDS after TDY. See Ch 4, Part G, for dependent transportation.

**U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**

A. General. An authorization/order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. A ship,

authorizes allowances to a member as indicated in pars. U4760-B and U4760-C.

B. Ordered to a Ship. Under an authorization/order from a PDS to TDY pending a PCS assignment to a ship other than one described in par. U4760-C, transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;
2. From GOV'T quarters to private-sector housing in the old PDS vicinity, if required to vacate GOV'T quarters; and
3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an authorization/order from a PDS to TDY pending a PCS to an:

- 1 OCONUS assignment, or
2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

PCS HHG weight allowance transportation may be made to any combination of:

1. Any CONUS location the member specifies;
2. The OCONUS duty station; and

3. NTS under par. U4770-C.

#### **U4765 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**

A. General. An authorization/order from a PDS to TDY ICW building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an authorization/order to a ship other than one described in par. U4765-C, transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an authorization/order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4770-C.

#### **U4770 HHG STORAGE ICW TDY/DEPLOYMENT**

##### A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation. See ***NOTE 1 below***.
2. HHG, within the TDY weight allowance, may be placed in SIT when:
  - a. On a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE 2 below***); or
  - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the SIT as necessary based on the member's written statement that SIT is necessary for reasons beyond the member's control.

***NOTE 1: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage (as long as the member's authorization/order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.***

***NOTE 2: When HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.***

##### B. Special Storage

1. General
  - a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See ***NOTE*** in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.

- b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.
- c. The member's PCS weight allowance applies. See par. U5310-B.
- d. See par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment authorization/order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
  - (1) Is authorized HOS allowances in par. U5365-A, and
  - (2) Has HHG in NTS under par. U5365-C when recalled to active duty. See par. U5365-H.

3. TDY/Deployment of a Reserve Component Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for a Reserve Component Member who is:
  - (1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and
  - (2) Ordered to TDY or deployment.
- b. The TDY/deployment can be for any length of time.
- c. The TDY HHG weight allowance limitations in par. U5345-B2 for a Reserve Component member called/ordered to active duty for less than 20 weeks *does not* apply.
- d. PCS weight allowances *do* apply. See par. U5310-B.

C. Non-temporary Storage (NTS)

- 1. NTS while TDY is authorized only when a member is:
  - a. Ordered on a PCS:
    - (1) With TDY en route, or
    - (2) While on TDY, and
  - b. In the situations listed in the chart below.
- 2. Authorized NTS begins on the day the authorization/order is issued and continues as long as any of the situations in the chart below exist.

D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/deployment completion. Extensions to this 90-day period may be granted IAW par. U5375-B.

**Part H: HHG Shipment & Storage Under TDY Authorization/Order**

SITUATION	TERMINATION
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Departure day from the TDY station incident to an authorization/order assigning a new PDS
2. ITDY (par. U4755)	2. Departure day from the last TDY station to proceed to the new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Departure day from thr last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. The ship's arrival day at its assigned home port

**U4775 HHG TRANSPORTATION AFTER STORAGE**

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be transported to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

## U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY authorization/order. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

AUTHORIZATION/ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY authorization/order, a temporary to permanent duty authorization/order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. A Reserve Component member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or (c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. ITDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship home port”), 5, 9, 17
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)	5 (“special storage”), 9
11. TDY/deployment of a Reserve Component member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)	5 (“special storage”), 9
12. Relief from active duty for a Reserve Component member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY authorization/ order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.

<b>FOOTNOTES</b>	<b>HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE</b>
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NTS
6	SIT
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOR
11	TO HOR
12	FROM HOS
13	TO HOS
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOV’T EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

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## PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR

### U4800 DEFINITIONS

A. Combatant Command AOR. A specified AOR location where various forces are moved to complete operational actions in low or high intensity operations/exercises. Organizations in the AOR are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the Combatant Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing JTF (as defined by Joint Publication 1-02, DOD Dictionary of Military and Associated Terms). For this Chapter, the definition also includes Coast Guard.

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See APP A for a definition of Contingency Operations.)

D. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers that may or may not involve more than one Service. Members/units are placed in field duty.

E. TDY Options

**\*NOTE:** See par. U1035 for continuation of the IE portion of the TDY per diem for a "hospitalized member," as that term is defined under the OUSD(P&R) Memorandum, 15 May 08, and DODFMR, Volume 7A, Chapter 13.

#### 1. General

a. The Combatant Commander/JTF Commander:

(1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR.

(2) Determines the appropriate TDY option for all assigned personnel from all of the Services within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

(3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, meal and incidental expense and/or lodging rate, and

(4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in authorizations/orders. ***NOTE: JTF exercises must be field duty.***

b. These decisions apply to all members temporarily assigned for operational deployment to a Combatant Command and/or JTF performing duty under similar conditions within the same AOR.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for Combatant Command and/or JTF members for members:

**Part I: Reimb Options for Mbrs on TDY w/in a Combatant Command/JTF AOR**

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- (1) Not located in the Combatant Command's/JTF's AOR but who are operating in a support capacity, or
- (2) Are located in the Combatant Command's/JTF's AOR but are not part of the Combatant Command/JTF.

**2. Regular TDY****a. General.** For regular TDY a member:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. U2145-B for exceptions and waiver authority to the 180 day limit);

(2) Is reimbursed for lodging, meals and incidental expenses in Ch 4, Part B or par. U4800-E2b; and

\* (3) Receiving the GMR while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., if a TDY member travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). ***NOTE: GMR and the \$3.50 incidental rate do not apply on days the member is traveling into/out of an AOR.***

**b. Temporary Dining Facilities – Combatant Command or JTF**

(1) If a member consumes meals at the Combatant Command's/JTF's temporary dining facility and are charged the discount GMR for meals, they are reimbursed the discount GMR plus an incidental expense of:

(a) \$3.00 in CONUS, or

(b) The applicable locality incidental expenses rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS when on a U.S. Installation (see APP A) or the Combatant Commander/JTF commander determines \$3.50 to be adequate.

(2) If the member's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized for that day. See pars. U4149-C and U4151-C.

(3) If Combatant Command/JTF members outside the AOR or en route to the AOR pay the meal rate IAW the DOD Financial Management Regulation at [http://www.dtic.mil/comptroller/fmr/12/12\\_19.pdf](http://www.dtic.mil/comptroller/fmr/12/12_19.pdf), they are reimbursed IAW Ch 4, Part B.

**c. Operational Deployment.** A member on an operational deployment is on "regular" TDY. See exceptions for exercises in par. U4800-D4 below.

**3. Essential Unit Messing (EUM).** EUM may be used for operational deployments when the following circumstances apply:

a. EUM may be required in a command/organizational unit when it:

- (1) Enhances operational readiness,
- (2) Enhances the conduct of military operations, or
- (3) Is necessary for the effective conduct of training.

b. Designation of EUM is applied only to:

- (1) Organizational units,
- (2) Operational elements, or
- (3) Detachments;

not to individual service members.

c. The member is provided GOV'T quarters, and to maintain unit readiness, is required to use GOV'T messing.

d. The member is paid only the incidental portion of the daily M&IE rate.

4. Field Duty. During field duty (APP A) the member is:

a. Subsisted in a GOV'T mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.

b. Furnished GOV'T quarters or quartered in accommodations ordinarily associated with field exercises.

c. Not paid per diem as everything, the cost of which is ordinarily reimbursed by per diem, is furnished at no additional cost to the member, i.e., at no cost that exceeds that which the member would normally incur at the PDS.

***NOTE: A Combatant Commander/JTF-determined official may place the member in a field duty status if quarters and subsistence, obtained by contract, are furnished.***

<b>TABLE 1</b>			
<b>JOINT TASK FORCE OPERATIONS TDY OPTIONS</b>			
<b><u>SUBSIST ASHORE</u></b>			
<b>TDY Option</b>	<b>Subsistence</b>	<b>Per Diem</b>	<b>Remarks</b>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals - Permanent U.S. Installation	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals ( <b>In AOR only</b> )	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate for GOV'T Meals
Essential Unit Messing	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	
<b><u>SUBSIST ABOARD GOV'T VESSEL 3/</u></b>			
TDY	GOV'T Lodging and GOV'T Meals	None	
<b><u>FOOTNOTES:</u></b>			
1/ Full Meal Rate = Food costs plus operating expenses.			
2/ Discount Meal Rate = Food costs only.			
3/ Member/employee deployed who is ordered to subsist ashore -- see "Subsist Ashore" (above table) for authorization/order type and payment guidelines.			

***NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

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## PART J: TRAVEL ADVANCES

### U4900 GENERAL

A. Policy. Members traveling on official business:

1. Are responsible for their travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds (unless the member decides not to use GOV'T resources such as the GTCC or traveler's checks).

B. Responsibilities. Commands:

1. May issue travel advances for certain expenses, as authorized in this Part, and
2. Should ensure members take all reasonable steps to minimize the cash burden on both the command and the member (such as using the GTCC).

### U4905 ALLOWABLE ADVANCES

A. Authorization. Travel advances may be paid when:

1. Authorized on an authorization/order, and
2. Permitted IAW:
  - a. The DODFMR, Volume 9 (DOD Services), or
  - b. Service regulations (Non-DOD Services).

B. Advances may be for:

1. Per diem,
2. TDY mileage,
3. AEA,
4. Reimbursable expenses, and/or
5. Advance Lodging Deposits. A member may be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel. The member is financially responsible for repayment of the advance deposit if the deposit is forfeited because the TDY travel is not performed for reasons unacceptable to the agency.

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**SECTION 7: DEPENDENT STUDENT TRANSPORTATION****U5260 DEPENDENT STUDENT TRANSPORTATION**

A. General. A member permanently stationed OCONUS, who is authorized to have a dependent reside at or in the vicinity of the PDS or the home port of an OCONUS ship, and whose minor dependent (as defined in par. U5260) attend:

1. A dormitory school operated by the DOD or selected for the student by the cognizant DODEA Regional Director, or
2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is authorized transportation of the minor dependent between such schools and the place of residence as provided in par. U5260-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A1c. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by GOV'T-owned or GOV'T-procured transportation on a space-required basis. Ch 3, Part B, applies to transportation procurement and U.S. transportation facilities use for travel authorized in par. U5260-A.

B. Dependent Student Attending a Dormitory DODEA School

1. Definitions. The following definitions are specific to par. U5260.
  - a. Dependent. A "dependent" in par. U5260 (20 USC §932) is a minor individual who:
    - (1) Has not completed secondary schooling; and
    - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and to whom the member provides one-half or more support.
  - b. DODEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.
2. Five-Day-a-Week Dormitory DODEA School. A member is authorized a weekly round-trip between the DODEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DODEA school.
3. Seven-Day-a-Week Dormitory DODEA School
  - a. Travel to Member's Residence
    - (1) During the school year a member is authorized three round-trips between the DODEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DODEA school.
    - (2) Additional round trips may be authorized/approved when the DODEA school dormitory is closed.
  - b. Travel to other than the Member's Residence
    - (1) A member authorized transportation under par. U5260-B for a dependent may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.
    - (2) Reimbursement is limited to the GOV'T's transportation cost from the DODEA school to the

**Part C: Dep T&T Alws/Section 7: Dependent Student Transportation**

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member's residence by the authorized mode.

***NOTE: For par. U5260-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".***

4. Authorized Transportation is:

- a. GOV'T-owned/procured (on a space-required basis),
- b. Reimbursed (see par. U5203-A2), or
- c. A MALT. See par. U5203-A1c.

***NOTE: See Ch 3, Part B, for transportation procurement.***

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DODEA school (or DODEA-selected school) on the first and final trip of each school year.

C. Travel of a Handicapped DODEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- a. A student diagnosis/evaluation under DODI 1342.12 for tuition-free handicapped DODEA students (see DODI 1342.12), and
- b. One or both of the student's parents or guardians be present to participate in the diagnosis/ evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not GOV'T-Employed. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to par. U5260-D.

a. Formal education is:

- (1) A secondary education;
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and
- (4) Vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:
  - (a) Provides an eligible program of training to prepare students for gainful employment in a

recognized occupation;

- (b) Has been in existence for at least 2 years; and
- (c) Is accredited by an organization recognized by the Secretary of Defense.

***NOTE: The definition of "DODEA school" in par. U5260-B1b does NOT apply to par. U5260-D.***

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

***NOTE: A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for the dependent's travel and transportation to the member's PDS.***

2. Transportation Allowances. A member:

a. Permanently stationed OCONUS; and

\*b. Accompanied by a command-sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances (*see NOTE below*) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The reimbursement amount is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the expense location.)*** Lodging tax on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

***NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).***

4. Limitations. Par. U5260-D does not apply to a member:

a. Assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child

**Part C: Dep T&T Alws/Section 7: Dependent Student Transportation**

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attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DOD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS or ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

5. Travel to a Location other than the Member's OCONUS PDS/Home Port

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

b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

6. Transoceanic Travel

a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, GOV'T-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. *No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*

(2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO/TMC-provided GOV'T-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. GOV'T-procured Transportation Not Available

(1) Reimbursement is authorized for transportation costs NTE the policy-constructed airfare (see APP A) over the direct route between the origin and destination when:

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

7. Overland Travel

a. Overland travel should be by CTO/TMC-provided GOV'T-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

b. CTO/TMC-provided GOV'T-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO/TMC-provided GOV'T-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO/TMC-provided GOV'T-procured transportation between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the GOV'T's cost had CTO/TMC-provided GOV'T-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part E, or par. U3320, as appropriate.

8. UB. UB of up to 350 pounds may be transported ICW each authorized trip between the school and the member's PDS under par. U5260-D. The member is financially responsible for any overweight UB during educational travel.

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

E. Travel of a DODEA Student for Academic Competitions and Co-curricular Activities. The DODEA statutory charter, (20 USC §§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.*

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**SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A  
FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW  
CONTINGENCY OPERATION TDY**

**U5462 DEFINITION**

The following definition is used *only* for the purposes of JFTR, Ch 5, Part E, Section 2:

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

**U5464 GENERAL**

POV Storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a foreign/non-foreign OCONUS (see par. U5462) PDS to which a POV is not permitted to be transported, or sent TDY for more than 30 days to a contingency operation. It also covers allowances associated with:

1. Travel to and from designated storage facilities,
2. POV storage preparation,
3. Actual storage costs,
4. POV preparation for removal from storage, and
5. Costs associated with delivery to the next authorized destination. See par. U5410.

*Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed.* Members are financially responsible for storage and/or transportation of additional POVs.

**NOTE:** See APP A for definition of a contingency operation.

**U5466 ELIGIBILITY**

**NOTE:** *Members with a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.*

A. **Members.** A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS. (See par. U5462) PDS; and the
  - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the United States preclude shipment/entry of a motor vehicle at GOV'T expense into that foreign/non-foreign OCONUS (see par. U5462) PDS; or
  - b. Vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (see par. U5462) PDS; or
2. Sent TDY for more than 30 days to a contingency operation (see APP A).

B. **Storage.** The Services, through their Secretarial processes, may designate POV storage facilities.

1. **Government-procured Storage Available**

**Part E: POV Transp & Storage/Section 2: Unauthorized and Contingency Op**

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- a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.
- b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the GOV'T'S constructed storage cost.

2. Government-procured Storage Not Available. When:

## a. Government-procured storage:

- (1) Is not available, or
- (2) Has not been designated, or

- b. The member is instructed by the shipping/transportation officer to store the POV at personal expense, the member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs.

**U5467 STORAGE IN LIEU OF SHIPMENT**

POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited. A member who stores a POV at GOV'T expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS. However, the member may ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS. ***The member may not continue to store the POV at GOV'T expenses while shipping another POV to the subsequent OCONUS PDS.*** This is based on the shipping entitlement to the subsequent OCONUS PDS.

**Example 1:** A member PCSs from CONUS to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.

**Example 2:** A member PCSs to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

***NOTE:*** *Removing the POV from storage before the member departs PCS/enters an IPCOT does not negate that the member stored a POV and is not authorized POV shipment. A member who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.*

**U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. Government-procured Transportation Available to and/or from Storage Facility

- a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
- b. When Government-procured transportation to and/or from a storage facility is available but the member

**Part E: POV Transp & Storage/Section 2: Unauthorized and Contingency Op**

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elects to personally arrange for POV delivery to and/or from a storage facility, the member is to be reimbursed for the actual transportation cost NTE the GOV'T'S constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the GOV'T'S constructed transportation cost.

***NOTE: For OCONUS Travelers: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) NTE the GOV'T'S constructed transportation cost of shipping/transporting the POV.***

2. **Government-procured Transportation Not Available to and/or from Storage Facility.** When Government-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under par. U5468-A.

**B. Delivery/Pick-up**

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. ***Vehicle storage transportation reimbursement may only be paid as mileage (see par. U2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with GOV'T reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
  - a. Deliver the POV to the storage facility, and
  - b. Pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup is:
  - a. Not concurrent with PCS travel, or
  - b. ICW TDY on a contingency operation.

***NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.***

**C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved**

1. **Delivery - Travel to Passenger Port via Storage Facility.** An eligible member and/or dependent(s) who travels via the designated storage facility is authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.
2. **Delivery - Travel to Storage Facility via Passenger Port.** An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

**Part E: POV Transp & Storage/Section 2: Unauthorized and Contingency Op**

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D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (see par. U5462) PDS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated storage facility without traveling to the TDY en route location, see par. U5468-C for dependent travel and transportation allowances.***

2. Pick-Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

- a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated storage facility without traveling to the TDY en route location, see par. U5468-D for dependent travel and transportation allowances.***

#### **U5470 STORAGE FACILITIES USED**

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities. See par. U5466.

B. Personally-procured POV Storage

1. Commercial Storage Facilities

- a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general.)
- b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility.

See par. U5466.

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility. Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

### U5472 FACTORS AFFECTING POV STORAGE

A. Authorization/Order Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS authorization/order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at GOV'T expense, if the PCS (or contingency operation notification) authorization/order is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Authorization/Order Is Issued. POV storage is permitted before a PCS (or contingency operation order/notification) authorization/order is issued to a member. A written statement must support the storage request:

1. From the PCS (or contingency operation designating) AO or the designated representative that the member was advised before such an authorization/order (or notification) was issued that it would be issued, and

2. Signed by the shipping applicant agreeing to be financially responsible for:

a. The entire storage cost if the PCS (or contingency order/notification) authorization/order to authorize storage is not issued later, and

b. Any additional POV transshipment costs to another storage facility required because the PDS named in the authorization/order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS (or a contingency operation notification) authorization/order is issued, during which a member may be advised that the PCS (or notification) authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the authorization/order (or contingency operation notification) is actually issued.

4. General information furnished to the member concerning PCS (or contingency operation notification) authorization/order issuance before the determination is made to actually issue the authorization/order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (see par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the authorization/order or notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the authorization/order remains in effect and prior to receipt of the next PCS authorization/order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

#### **U5474 RESTRICTIONS**

A. Restriction on Vehicle Size. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size. See par. U1010-B9. As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected IAW Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at GOV'T expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the GOV'T'S total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility. See par. U1010-B9.

#### **U5476 CONTINUED POV STORAGE**

A. Continued POV Storage for Active Duty Members. A POV may remain in storage at GOV'T expense for up to 90 days after the member returns from an OCONUS PDS (see par. U5462) to which the POV could not be shipped, or from TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5365 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

***NOTE: Pickup/delivery out of storage is authorized at GOV'T expense, regardless of time in storage (as long as the member's authorization/order is valid). This includes storage that has been converted to storage at the member's expense.***

**U5478 CARE AND STORAGE**

The GOV'T'S responsibility begins when the POV is accepted for storage and continues (including during continued storage at member's expense) until the POV is delivered to the member.

**U5479 ADVANCE OF FUNDS**

Authorized POV storage costs may be paid in advance.

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## PART F: MOBILE HOME TRANSPORTATION

### U5500 PRIVATELY OWNED MOBILE HOMES

A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move. Transportation of the TDY HHG weight allowance under Ch 4, Part G, for TDY en route, is authorized in addition to mobile home allowances. ***The constructed GOV'T cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and UB /HHG to the new PDS for the member's use, cannot exceed the GOV'T's cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.*** (Example: A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.) For the Armed Forces and NOAA, the member's maximum cost authorization is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the member's authorized maximum HHG weight amount for grade/dependency status. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV". For PHS, the GOV'T's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

B. Eligibility. A member authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on/before the member's PCS authorization/order effective date;
2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (see exceptions in par. U5505-C);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependent's/heir's) expense and to the GOV'T'S satisfaction to withstand the transportation rigors. See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at GOV'T expense.; and
4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the limitation that ***the GOV'T'S cost liability is limited to the total cost to the GOV'T to transport the member's PCS HHG weight allowance between the old and new PDSs.***
2. CONUS or Alaska PDS and a PDS neither in CONUS nor Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:
  - a. Within CONUS or Alaska,
  - b. Between CONUS and Alaska, or
  - c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
  - d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

***NOTE:*** *Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.*

D. Delayed/Deferred Mobile Home Transportation. The member may elect not to move a mobile home when authorized. However, mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS authorizations/orders, up to the greater of the distances in items 1 and 2. See the example in par. U5310-A3.

1. To the new PDS from the former PDS from which the mobile home was not moved, or
2. From the current PDS from which the member is being ordered.

#### U5505 MOBILE HOME TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the GOV'T may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS authorization/order.

***NOTE:*** *When one spouse is a uniformed member and the other an employee, and each has a separate PCS authorization/order, they may combine their PCS HHG weight allowances. See JTR, par. C1005-B.*

C. Single Member/Concurrent Travel Performed. A member:

1. Without dependents, or
2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D below.

***NOTE:*** *A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS other than in Alaska.*

D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When dependents are authorized to travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS nor in Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (see par. U5515-G) to:

1. The boarder crossing/appropriate port,
2. Designated place, or
3. Selected point.

The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. *The GOV'T'S cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and UB/HHG to the new PDS for the member's use, does not exceed the GOV'T'S cost to transport the member's PCS HHG weight allowance between the old/new PDSs.* See Example.

**EXAMPLE**

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the GOV'T pays to transport the mobile home and the 1,000 pounds of HHG to Cleveland, and the 4,000 pounds of HHG to Germany may not exceed the GOV'T'S cost to transport the member's PCS HHG weight allowance of 12,000 pounds from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

*The GOV'T'S cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and UB/HHG to the new PDS for the member's use cannot exceed the GOV'T'S cost to transport the member's PCS weight allowance between the old and new PDSs. See Example in par. U5505-D.*

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

**U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is GOV'T-procured. Expenses for transporting a mobile home at GOV'T expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. SIT and dry storage reimbursement are authorized in par. U5555. *Reimbursement must not exceed that amount provided for in par. U5500-A.*

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependent/heir) must:

- a. *Ensure that the bill includes specific cost itemization of charges;*
- b. Find out from the carrier what part of the preparation responsibility is the carrier's and what part is the shipper's (i.e., the member or dependent/heir);
- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure 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 the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount NTE charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must 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/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the member; and
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter

1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a 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. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;
- b. Open water pilots or navigators;

- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. *Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.* Preparation costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Expando charges;
- l. Anti-sway device charges (*transportation expense*);
- m. Over-dimension charges and/or permits (*transportation expense*);
- n. Wrecker service when required (*transportation expense*); and
- o. Similar expenses.

7. Self-propelled Mobile Home Driven Overland. Reimbursement is:

- a. At the automobile mileage rate (see par. U2600) for the official distance between the points authorized,  
or

b. For actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, AND U5510-C7.

See **NOTE** in par. U5510-C9 below.

8. Self-propelled Mobile Home Driven over Water. Reimbursement is the:

- a. Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or
- b. Automobile mileage rate (see par. U2600) per overland mile for the official distance between the authorized points.

See **NOTE** in par. U5510-C9 below.

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7. See **NOTE** below.

**NOTE: Reimbursement must not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.**

D. GOV'T-procured Transportation.

1. GOV'T-procured Transportation. See par. U5500-A. The GOV'T arranges the member's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part. The GOV'T pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the GOV'T to transport the member's PCS HHG weight allowance from the old to new PDS. **The member does not receive any other allowances for the transportation involved.**

**NOTE: See "Example", par. U5505-D.**

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the member's control;
- b. Special handling costs requested by the member;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by other Means. The allowances described in pars. U5510-B and U5510-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

#### U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for

transportation of the member's PCS HHG weight allowance at GOV'T expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same authorization/order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later transport UB/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently transport HHG under par. U5330-F5. See par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Authorization/Order Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under par. U5510-A or U5510-B after a PCS authorization/order is received and the PCS authorization/order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. See Example.

#### **EXAMPLE**

The member receives a PCS authorization/order and after receiving the PCS authorization/order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS authorization/order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Authorization/Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS authorization/order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS authorization/order is later issued. The member should retain the AO's/designated representative's written certification (see par. U2115-B) that the member was advised before the mobile home was transported that this PCS authorization/order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense under par. U5330-F5.

#### **U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

Mobile home transportation involving excess costs may be made. See par. U1010-B9. The GOV'T is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or

3. Authorized by Service regulations.

### U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either GOV'T or economy) on which the mobile home is located, is authorized GOV'T-procured transportation/reimbursement for the expenses incurred (including SIT under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

See also par. U5510-C6.

C. Non-reimbursable Expenses. See par. U5510-D2.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs of HHG.*

E. Ownership. *The member (or a dependent) must own the mobile home when it is moved.*

### U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and U5370-B2:

- a. To a designated place in CONUS, or
- b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of transporting HHG except as authorized in par. U5330-F3. The authorization/order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is transported due to dependent travel/transportation before issuance of a PCS authorization/order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The GOV'T'S financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the GOV'T'S cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. See Example.

#### EXAMPLE

Dependents return from Hawai'i and 1,000 pounds of HHG are transported from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at GOV'T expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The GOV'T'S financial responsibility for mobile home and HHG transportation is IAW the basic authorization (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:

- a. The member's last PDS in CONUS (or Alaska), or
- b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at GOV'T expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see APP A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. GOV'T-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

*Mobile home transportation/incidental costs under this subparagraph are at GOV'T expense. The ceilings prescribed elsewhere in this Part do not apply.* Transportation payments authorized by par. U5545-A may be made in advance. See par. U1010-B5.

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;

2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and
2. Mobile home transportation is completed within 1 year after the member's death, or
3. For GOV'T-procured transportation, the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved. See par. U5012-I.

#### U5555 TEMPORARY STORAGE

A. General. *The law precludes more than 180 days of SIT.* SIT is storage authorized with mobile home transportation. This storage is cumulative and may accrue at any combination of origin, in transit, or destination. When storage facilities are unavailable at origin or destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. *Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS authorization/order but not transported.*

#### B. SIT Time Limits

1. SIT - First 90 Days. A member is authorized mobile home SIT at GOV'T expense for 90 days with any authorized mobile home transportation. *When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. U5555-B.*
2. SIT - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:
  - a. Serious illness of the member;
  - b. Serious illness or death of a dependent;
  - c. Directed TDY after arrival at PDS;

- d. Non-availability of suitable permanent location for mobile home; or
- e. Acts of God.

**C. Authorization/Order Amended, Modified, Canceled or Revoked**

1. Authorization/Order Amended/Modified. After the date the mobile home was released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, a member whose PCS authorization/order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS authorization/order until the amended/modified authorization/order effective date. After that the amended/modified PCS authorization/order establishes the storage allowance.

2. Authorization/Order Canceled/Revoked. A member on a PCS authorization/order, which is canceled/revoked after the date a mobile home is released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, is authorized the storage type authorized under the original PCS authorization/order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Authorization/Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS authorization/order after arriving at a new PDS, and whose mobile home is in SIT when the PCS authorization/order is received, is authorized continued SIT (regardless of the time limit prescribed in par. U5555-B) until the new PCS authorization/order effective date or for 180 days, whichever occurs first. The new PCS authorization/order establishes a subsequent storage authorization.

**U5560 FUNDS ADVANCE**

Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured. *The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.*

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## SECTION 2: DLA AUTHORIZATION FACTORS

### U5630 AUTHORIZATION FACTORS

A. General. A member is authorized DLA under par. U5610 for a PCS move and dependent evacuation. These are the usual authorization categories. There are a number of other situations in which a member may or may not be authorized DLA. The authorization under these special circumstances follows.

B. Special Categories for Which DLA Is Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at GOV'T expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. *The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY authorization/order. See 37 USC §406(e) and 37 USC §407.*

3. Dependent Movement to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS authorization/order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. U6012 and U6059.

4. Transfer to CONUS Hospital

a. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

b. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. *NOTE: The service performed after such separation is a continuation of the prior period of service.*

6. Authorization/Order Amended, Modified, Canceled, or Revoked. When a PCS authorization/order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the authorization/order is amended, modified, canceled, or revoked. If a member and/or dependents actually move

from the place of residence ICW a PCS authorization/order and complete a move to a new location and then that PCS authorization/order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. **No more than two DLAs are authorized by par. U5630. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for a dependent who moves twice under the authority in par. U5222-C3a.**

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Home Port Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned GOV'T quarters and occupies non-GOV'T quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

b. Home Port Change. A member without dependents, assigned to a two-crew nuclear submarine when the home port is changed, is authorized DLA at the new homeport, provided the member is not assigned to GOV'T quarters and occupies non-GOV'T quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

a. ***Has no dependent (NOTE: DLA at the without-dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.), and***

b. Is assigned to permanent duty aboard a ship, and

c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate GOV'T Quarters. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependent,
- b. Is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DOD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such quarters or facility.

14. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below Grade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard quarters, and
- d. Occupy non-GOV'T or family-type GOV'T quarters ashore.

See 73 Comp. Gen. 6 (1993).

\*15. Housing Moves at a PDS for the GOV'T's Convenience. A partial DLA of \$641.41 (effective 1 January 2009) must be paid to a member who is ordered to occupy/vacate family-type GOV'T quarters due to:

- a. Privatization,
- b. Renovation, or
- c. Any other reason for the GOV'T's convenience other than PCS. See the NOTE below.

**NOTE:** *For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:*

1. *From GOV'T quarters upon separation/retirement;*
2. *Incident to PCS;*
3. *Change in family size or bedroom requirement for the member's convenience including promotion;*
4. *Voluntarily member-initiated (Exception: GOV'T-directed moves under pars. U5355-C1 and U5355-C2);*
5. *Pending divorce or family separation; or*
6. *Due to the member's misconduct.*

16. ITDY. DLA (also see exception to one-DLA-per-year rule) is payable ICW an ITDY authorization/order.

C. Special Categories for Which DLA Is *Not* Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if GOV'T quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.);*** or
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5201-B1a, U5201-B1b, U5201-B1c, U5201-B1d, U5201-B2a, U5201-B2b, U5201-B2c; U5201-B2d, U5201-B2e, U5201-B2f; and U5201-B3b.
6. Local short distance moves IAW par. U5355, except as authorized in pars. U5630-B1, U5630-B2, U5630-B12, and U5630-B15.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,
2. But before a PCS authorization/order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type GOV'T quarters, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the GOV'T's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

**SECTION 3: DLA RATES**

**U5635 DLA RATES**

A. Primary DLA Rates (Table U5G-1)

<b>PRIMARY DLA RATES</b>		
<i>* (Effective 1 January 2009)</i>		
<b>*Table U5G-1</b>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,318.33	\$4,084.83
O-9	\$3,318.33	\$4,084.83
O-8	\$3,318.33	\$4,084.83
O-7	\$3,318.33	\$4,084.83
O-6	\$3,044.30	\$3,678.02
O-5	\$2,932.06	\$3,545.24
O-4	\$2,717.18	\$3,125.18
O-3	\$2,177.60	\$2,585.57
O-2	\$1,727.36	\$2,207.77
O-1	\$1,454.55	\$1,973.62
O-3E	\$2,351.42	\$2,778.73
O-2E	\$1,998.96	\$2,507.16
O-1E	\$1,718.91	\$2,316.41
W-5	\$2,760.62	\$3,016.54
W-4	\$2,451.60	\$2,765.48
W-3	\$2,060.52	\$2,533.70
W-2	\$1,829.98	\$2,330.91
W-1	\$1,531.80	\$2,015.87
E-9	\$2,013.46	\$2,654.41
E-8	\$1,848.07	\$2,446.80
E-7	\$1,578.89	\$2,271.76
E-6	\$1,429.19	\$2,099.14
E-5	\$1,318.15	\$1,887.89
E-4	\$1,146.73	\$1,887.89
E-3	\$1,125.01	\$1,887.89
E-2	\$913.77	\$1,887.89
E-1	\$814.81	\$1,887.89

B. Secondary DLA Rates (Table U5G-2)

<b>SECONDARY DLA RATES</b>		
<i>*(Effective 1 January 2009)</i>		
<b>*Table U5G-2</b>		
<b><i>NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.</i></b>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$2,654.65	\$3,267.85
O-9	\$2,654.65	\$3,267.85
O-8	\$2,654.65	\$3,267.85
O-7	\$2,654.65	\$3,267.85
O-6	\$2,435.47	\$2,942.44
O-5	\$2,345.63	\$2,836.19
O-4	\$2,173.74	\$2,500.15
O-3	\$1,742.08	\$2,068.49
O-2	\$1,381.89	\$1,766.23
O-1	\$1,163.64	\$1,578.89
O-3E	\$1,881.15	\$2,222.99
O-2E	\$1,599.16	\$2,005.71
O-1E	\$1,375.14	\$1,853.13
W-5	\$2,208.49	\$2,413.21
W-4	\$1,961.30	\$2,212.38
W-3	\$1,648.42	\$2,026.97
W-2	\$1,463.97	\$1,864.72
W-1	\$1,225.45	\$1,612.68
E-9	\$1,610.76	\$2,123.55
E-8	\$1,478.46	\$1,957.42
E-7	\$1,263.09	\$1,817.42
E-6	\$1,143.37	\$1,679.31
E-5	\$1,054.54	\$1,510.32
E-4	\$917.41	\$1,510.32
E-3	\$900.00	\$1,510.32
E-2	\$731.02	\$1,510.32
E-1	\$651.84	\$1,510.32

C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

<b>DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED</b>					
<b>Table U5G-3</b>					
<b>R U L E</b>	<b>If one member has A</b>	<b>and the other member has B</b>	<b>at the old PDS they occupied C</b>	<b>at the new PDS they occupied D</b>	<b>then DLA is payable to E</b>
1	no dependent	no dependent	the same quarters	the same quarters <sup>3/</sup>	either member at the "without- dependent" rate, but not both. <sup>1/</sup>
2				separate quarters <sup>2/, 3/</sup>	both at the "without-dependent" rate. <sup>4/</sup>
3			separate quarters	the same quarters <sup>3/</sup>	
4				separate quarters <sup>2/, 3/</sup>	
5		dependent	the same quarters	the same quarters <sup>3/</sup>	either the member who has no dependent at the "without- dependent" rate or to the member who has a dependent at the "with-dependent" rate, but not to both members. <sup>1/</sup>
6				separate quarters <sup>2/, 3/</sup>	each, i.e., as a member without dependent for the member without a dependent and at the "with-dependent" rate for the member with a dependent.
7			separate quarters	the same quarters <sup>3/</sup>	
8				separate quarters <sup>2/, 3/</sup>	
9	dependent	dependent	the same quarters	the same quarters	either member at the "with- dependent" rate, but not to both. <sup>1/</sup>
10				separate quarters <sup>2/</sup>	both members at the "with- dependent" rate.
11			separate quarters	the same quarters	
12				separate quarters <sup>2/</sup>	

1/ The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997):

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are

authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary quarters while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary quarters. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary quarters with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary quarters. Member B moves out of the household at Offutt AFB and occupies temporary quarters at Offutt AFB. Member B later joins Member A (who is residing in temporary quarters) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to GOV'T quarters at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. U5610-B and U5630-E.

4/ Only one DLA is authorized if moving from separate quarters to the same family-type GOV'T quarters.

## PART H: TLE ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

### U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see APP A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS.***

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS authorization/order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for GOV'T quarters assignment, or while completing arrangements for other permanent living accommodations when GOV'T quarters are not available.

***NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.***

**Example:** If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a designated place (see APP A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a

PCS); or

3. On behalf of dependent(s) acquired after the a PCS authorization/order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS authorization/order issuance (see Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or
6. When ordered to ITDY.

***NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.***

#### U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS; or

***Effective for TLE incurred 20 March 2008 through and including 31 December 2009 (30 May 2006 – 19 March 2008 maximum number of days TLE was 20 days)***

5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. the PDS is experiencing a sudden increase in number of members assigned.

**TLE has been temporarily increased for the following locations:**

<b><u>Location</u></b>	<b><u>Effective for Dates</u></b>	<b><u>Number of TLE days</u></b>
Fort Drum, NY	22 Mar 2007 – 19 Mar 2008	20
Fort Drum, NY	20 Mar 2008 – 31 Dec 2009	60

***NOTE: A member paid 20 days TLE before 20 March 2008 who is still in temporary quarters on 20 March 2008 may be authorized up to an additional 40 days TLE if needed starting on 20 March 2008. No more than 60 days TLE may be paid to an individual member.***

#### U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new PDS/designated place; and
3. May be allowed if assigned family-type GOV'T quarters are not occupied because:
  - a. HHG have not been shipped from the old PDS; or
  - b. HHG have not been received at the new PDS; or
  - c. GOV'T quarters are undergoing repair/renovation; or
  - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
  - e. For similar reasons.

***NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.***

#### **U5720 REIMBURSEMENT**

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$180 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE ***may be paid***, in addition to TQSE for civilian employees, (see JTR, Chapter 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate Used. The ***locality*** per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s); and
3. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available GOV'T quarters (see par. U1045).

***NOTE: When GOV'T quarters are available and other lodgings are used, lodging reimbursement is limited to the GOV'T quarters' cost. See par. U1045.***

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).

2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$180 per day.

E. Reimbursement Computation

**Step 1: Determine daily M&IE and ceiling for lodging.** Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** *The above percentage factors are used for both lodging and M&IE unless:*

1. *For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*
2. *For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).*

**Step 2: Determine lodging.** Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3: Determine gross daily equivalency.** Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

**Step 4: Determine applicable daily rate**

Compare \$180 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

**NOTE:** *Locality per diem and M&IE rate used in these examples may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

**EXAMPLE 1 -- TLE ALLOWANCE**

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$113 (\$78/ \$35 ). The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate).	
M&IE	65% x \$35 = \$22.75
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$22.75 + \$47.50 = \$70.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$70.25.	\$180.00 vs. \$70.25; \$70.25 x 4 days = \$281.00

**EXAMPLE 2 – TLE ALLOWANCE**

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate).	
M&IE	160% x \$39 = \$62.40
Lodging	160% x \$70 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$112 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$80.00 = \$142.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40.	\$180 vs. \$ 142.40; \$142.40/day x 8 days = \$1,139.20

**EXAMPLE 3 -- TLE ALLOWANCE**

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that GOV'T quarters are not available. The members are authorized TLE, computed as follows:

<b>Member #1 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$39 = \$39
Lodging	100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534
<b>Member #2 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate)	
M&IE	100% x \$39 = \$39
Lodging	100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534
The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89 + \$89). The combined amount paid to both members for 6 days is \$1,068.00 (\$178 x 6) or \$534 + \$534.	

**EXAMPLE 4 -- TLE ALLOWANCE**

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The locality per diem rate for the new PDS is \$110 (\$71/ \$39). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T quarters are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows:**

<b>Member #1 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$ 48.75 125% x \$71.00 = \$ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$180.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00
<b>Member #2 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$48.75 125% x \$71.00 = \$ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$180.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00
The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary quarters. Each member is authorized the maximum of 10 days (\$180/day x 10 days = \$1,800). The combined amount paid to both members for 20 days is \$2,750 (\$1,375 + \$1,375).	

**EXAMPLE 5 -- TLE ALLOWANCE**

A member with a spouse (not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary quarters off post for 2 nights at \$120 (\$105/night plus \$15 tax). The locality rate for the old PDS rate is \$115 (\$76/ \$39). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality rate is \$109 (\$70/ \$39). The member certifies that GOV'T quarters are not available at either PDS. The member is authorized TLE computed as follows:

<b>OLD PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$ 62.40 160% x \$76.00 = \$121.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120 vs. \$121.60 \$120
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$120 = \$182.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$180.	\$180 vs. \$182.40; \$180/day x 2 days = \$360
<b>NEW PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$62.40 160% x \$70.00 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$112 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$85.00 = \$147.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$147.40.	\$180 vs. \$147.40; \$147.40/day x 6 days = \$884.40
The member is authorized a total of \$1,244.40 (\$360.00 + \$884.40) for TLE.	

**EXAMPLE 6 -- TLE ALLOWANCE**

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (\$40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$116 (\$77/ \$39). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60/night (\$54.00 plus \$6.00 tax). The locality per diem rate for the dependents' location is \$116 (\$81/ \$35). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T quarters were not available at either location. The member is authorized TLE, computed as follows:

	Member	Dependent(s)
1. Determine max rate (given percent x locality rate) M&IE Lodging.	65% x \$39.00 = \$25.35 65% x \$65.00 = \$42.25	100% x \$39.00 = \$39.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$45 vs. \$42.25 \$42.25	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$25.35 + \$42.25 = \$67.60	\$39.00 + \$60.00 = 99.00
Combined Total:		\$67.60 + \$99.00 = \$166.60
4. Compare \$180 with the Step 3 combined total and pay the lesser amount for each day. Pay \$166.60.		\$180.00 vs. \$166.60; \$166.60/day x 10 days = \$1,666.00

**EXAMPLE 7 -- TLE ALLOWANCE**  
**Two Rooms Occupied**

A member (with a spouse (not entitled to basic pay) and three children (ages 14, 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax) for each room (Total lodging cost \$160/night). The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$39 = \$76.05 195% x \$70 = \$136.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$160 vs. \$136.50 \$136.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$76.05 + \$136.50 = 212.55
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$180.	\$180 vs. \$212.55 \$180/day x 8 days = \$1,440.00

**U5725 FUNDS ADVANCE**

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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## PART I: PET QUARANTINE

### U5800 GENERAL

Pet quarantine reimbursement is for PCS moves.

### U5805 PET QUARANTINE REIMBURSEMENT

Reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed \$550 per PCS move.

### U5810 GENERAL PET INFORMATION

A. Government-funded Transportation Not Authorized. *GOV'T funds are not to be spent to provide pet transportation.*

B. Pet Quarantine Information. The following website may contain useful pet quarantine information: <http://www.aphis.usda.gov/vs/ncie/pet-info.html> or <http://www.aphis.usda.gov/vs/ncie/exp-pets.html>.

C. U.S. Fish and Wildlife Service Requirements. Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S.

1. Travelers returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104.
2. Website address for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf> and to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties.
2. Accompanied baggage and HHG shipment (UB, etc) must not include live animals.
3. TLE or TLA – lodging expense incurred for the member's pet, for example a second hotel room (pars. U5700 and U9150-A). Adopted from GSBCA 15843-RELO, 24 July 2002.
4. Kennel or boarding fees, for example, the member paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member's residence. Adopted from GSBCA 16104-RELO, 19 June 2003.
5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable a member to bring a pet to the new PDS. Adopted from GSBCA 16827-RELO, 14 April 2006.

### U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED

When the pet shipment is involved with member and/or dependent transportation, see APP P, Part I, par. 6.

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## CHAPTER 6

### EVACUATION ALLOWANCES

**Paragraph    Title/Contents**

#### **PART A: AUTHORIZED/ORDERED OCONUS MOVEMENTS**

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##### **SECTION A1: GENERAL**

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- U6000      REFERENCES**
- A. Title 37, USC §405a
  - B. DOD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 at <http://www.dtic.mil/whs/directives/corres/html/302514.htm>
  - C. (For DOD Services) DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR, Vol. 7A)) at <http://www.dtic.mil/comptroller/fmr/07a/index.html>
  - D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."
- U6001      GENERAL INFORMATION**
- A. General
  - B. Funding
  - C. Evacuation Allowance Payments
  - D. When Allowance Payments Are Made
  - E. Written Travel Order/Authorization
  - F. Funds Advance
- U6002      DEFINITION OF TERMS USED IN THIS PART**
- A. Designated Place
  - B. Evacuated Dependent
  - C. Evacuation
  - D. Safe Haven
- U6003      RESPONSIBILITIES**
- A. Authorizing/Ordering an Evacuation
  - B. Evacuation to a Safe Haven or a Designated Place
  - C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
  - D. Evacuation Status Termination

##### **SECTION A2: DEPENDENT TRANSPORTATION**

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- U6004      DEPENDENT TRANSPORTATION**
- A. General
  - B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered
  - C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered
  - D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered
  - E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
  - F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Ordered/Authorized to Move to Another Safe Haven or to a Designated Place
  - G. Non-command-sponsored Dependent

**Paragraph    Title/Contents**

- H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
- I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

**SECTION A3: SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT**

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- U6005        PER DIEM FOR A COMMAND SPONSORED DEPENDENT AND A DEPENDENT STUDENT**
- A. Purpose
  - B. General
  - C. Safe Haven Allowances while Traveling
  - D. Per Diem Allowances while at Safe Haven
  - E. Safe Haven Allowances while at a Designated Place
  - F. Safe Haven Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
  - G. Safe Haven Allowance Computations
- U6006        LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

**SECTION A4: HHG TRANSPORTATION**

---

- U6007        HHG TRANSPORTATION**
- A. General
  - B. HHG at the PDS when an Evacuation Is Authorized/Ordered
  - C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
  - D. HHG Transportation Incident to an Authorized or Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
  - E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

**SECTION A5: POV TRANSPORTATION**

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- U6008        POV TRANSPORTATION**
- A. POV Transportation Incident to Dependent's Evacuation
  - B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area
  - C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area
  - D. Rental Vehicle Cost Reimbursement when the POV Arrives Late

**SECTION A6: MISCELLANEOUS ALLOWANCES**

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- U6009        STATION ALLOWANCES AND OHA/FSH**
- U6010        BASIC ALLOWANCE FOR HOUSING (BAH)**
- U6011        FAMILY SEPARATION HOUSING (FSH)**
- U6012        DISLOCATION ALLOWANCE (DLA)**

**Paragraph    Title/Contents**

U6014        CONUS COLA

**PART B: AUTHORIZED/ORDERED EVACUATIONS/LIMITED EVACUATIONS  
WITHIN CONUS****SECTION B1: GENERAL****U6050        GENERAL INFORMATION**

- A. General
- B. Funding
- C. Evacuation Allowance Payments
- D. When Allowance Payments Are Made
- E. Written Travel Authorization/Order
- F. Funds Advance

**U6051        DEFINITION OF TERMS USED IN THIS PART**

- A. Designated Place
- B. Authorizing or Ordering an Evacuation or Limited Evacuation
- C. Evacuated Dependent
- D. Evacuation
- E. Limited Evacuation
- F. Safe Haven

**U6052        RESPONSIBILITIES**

- A. Authorizing or Ordering an Evacuation or Limited Evacuation
- B. Evacuation to a Safe Haven or Designated Place
- C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
- D. Evacuation Status Termination
- E. Evacuation Safe Haven Allowance Policy

**SECTION B2: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS****U6053        DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**

- A. General
- B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered
- C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered
- D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered
- E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered
- F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place
- G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
- H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS
- I. Dependent Transportation Incident to Limited Evacuation

**SECTION B3: SAFE HAVEN ALLOWANCE****U6054        SAFE HAVEN ALLOWANCE**

- A. Purpose
- B. General
- C. Safe Haven Allowances while Traveling

**Paragraph    Title/Contents**

- D. Safe Haven Allowances while at Safe Haven
- E. Safe Haven Allowances at a Designated Place
- F. Safe Haven Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/Ordered
- G. Safe Haven Allowance Computation

**SECTION B4: HHG TRANSPORTATION**

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**U6056        HHG TRANSPORTATION**

- A. General
- B. HHG at the PDS when an Evacuation Is Authorized/Ordered
- C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
- D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
- E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS
- F. Short Distance Moves and/or NTS

**SECTION B5: POV TRANSPORTATION**

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**U6057        POV TRANSPORTATION**

- A. POV Transportation Incident to Dependent's Evacuation
- B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area
- C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area
- D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late

**SECTION B6: MISCELLANEOUS ALLOWANCES**

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**U6058        BASIC ALLOWANCE FOR HOUSING (BAH)****U6059        DISLOCATION ALLOWANCE (DLA)****U6060        LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND THE DESIGNATED PLACE****U6061        CONUS COLA****U6062        EVACUATION ALLOWANCES FOR A DEPENDENT OF A RESERVE COMPONENT MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY**

- A. General
- B. Eligibility
- C. Example
- D. Member Released from Active Duty

**SECTION 1: GENERAL****U6050 GENERAL INFORMATION**

A. General. An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. U6053-I (Transportation) and U6054-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent who departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. U6053-C.; and,***
4. Of a member assigned to a CONUS PDS who dies after the evacuation is authorized/ordered but before the dependent is evacuated from the PDS, or who dies while the dependent is in an evacuation status from there.

When a member whose dependent is receiving evacuation allowances dies, the evacuation allowances continue for the dependent in the same manner as if the member had not died.

***NOTE: Title 37 USC §405a, the statute pertaining to a dependent's evacuation, does not apply to a uniformed member. A uniformed member who is ordered to depart an area being evacuated must be either in a TDY or PCS status.***

B. Funding. The Joint Plan for DOD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for a member's dependent of any of the DOD Services. See the Non-Combatant Repatriation Operations website at <http://www.armyg1.army.mil/MilitaryPersonnel/neolb.asp> and click on Evacuation Fund Cites. Questions relating to DOD fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547. For Coast Guard personnel: Commandant (CG-832), U.S. Coast Guard, 2100 2<sup>nd</sup> Street S.W., Washington DC 20593-0001, telephone 202-372-3567. For NOAA personnel: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 telefax number: COML (301) 713 4140, phone COML (301) 713-3444.

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or
3. The member (as the natural guardian) for a dependent who is under age 18, and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian)

under the circumstances described in par. U6050-A3.

***NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.***

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

E. Written Travel Order/Authorization. Due to the emergency situations as defined in par. U6050, evacuation travel may be required to begin before a written travel order/authorization can be issued. Under these circumstances an oral order/ authorization, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written travel order/authorization, including the date of the oral order. See par. U2115.

#### F. Funds Advance

##### 1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when a travel order/authorization is issued for dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances authorized under par. U6054 may not exceed the estimated authorization for 30 days at the safe haven/designated place, as applicable.

c. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. a dependent while traveling to and while at the safe haven/designated place, or
2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. U6059 may be paid to the dependent designated by the member (see par. U1010-B5) in advance of the dependent's travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the Secretary of Defense specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds to cover the cost of travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

#### **U6051 DEFINITION OF TERMS USED IN THIS PART**

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a uniformed member's dependent from any CONUS location:

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 1: General**

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1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DOD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 267-2247), for the dependent of a Coast Guard member;
3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;
4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DOD component (see definition in APP A) or designated representative;
7. The commander of a U.S. Installation (see definition in APP A) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;
8. The commander, director, head, chief or supervisor of a U.S. GOV'T organization or office; and
9. A State authority for Reserve Component or National Guard member serving on active duty or full-time National Guard duty as indicated in par. U6062.

C. Evacuated Dependent. A dependent (as defined in APP A) who is:

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity to establish a residence with the member; or
4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in the vicinity of a PDS (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. U6051-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be GOV'T quarters), when authorized/ordered by the appropriate authority indicated in par. U6051-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 1: General**

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proceed to a designated place. If CONUS is named the safe haven in the evacuation order/authorization, an evacuee must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

2. When a Limited Evacuation is Authorized/ Ordered. The nearest available accommodations (which may be GOV'T quarters), determined to be suitable by the appropriate authority indicated in par. U6051-B who authorized ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

**U6052 RESPONSIBILITIES**

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the Under Secretary of Defense (Personnel and Readiness) (USD (P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DOD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If CONUS is named as the original safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

2. Alternate Safe Haven Location Designation. For DOD Services, the USD (P&R) has the authority to authorize/approve an alternate safe haven for an evacuated dependent and to authorize/approve transportation at GOV'T expense from one safe haven to another safe haven when circumstances warrant. For non-DOD Services, that authority is vested in the Secretarial Process. For all Services, the Secretarial Process may authorize/ approve an alternate location within a safe haven for an evacuated dependent and transportation at GOV'T expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place. For DOD Services, the USD (P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the safe haven as the designated place. For non-DOD Services, that authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DOD Services, the USD (P&R), or the USD (P&R) designated representative, terminates evacuation status and authorizes a dependent to return to the PDS.

2. In limited evacuations involving DOD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.

3. For non-DOD Services, authority is vested in the Secretarial Process in situations in which the USD (P&R) acts for the Defense Services, or the authority who authorized/ordered a limited evacuation.

4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:

- a. Permit the family to return to the PDS and terminate the evacuation allowances, or

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 1: General**

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- b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
- c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
- d. Allow a dependent to remain at the evacuation site with evacuation allowances as outlined in par. U6052-E if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100 percent for each dependent age 12 or older and 50 percent for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60 percent and 30 percent respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100 percent/50 percent beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

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**SECTION 2: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS****U6053 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**

A. General. Par. U6053 provides for the necessary dependent's relocation incident to an evacuation (see par. U6053-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. U6053-A is the same as for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. U6053-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. U6053-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or
2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at GOV'T expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6053-C, who turns 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated. ***NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.***

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 2: Dep Transp**

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moved or must move to temporary accommodations before beginning the travel to the member's CONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part.*** See par. U6054-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. U6053 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6053-G2 are payable to a member, a U.S. GOV'T civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Ch 6, Part B, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6053-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. U6053-G.

b. U.S. GOV'T Civilian Employee as an Escort. A U.S. GOV'T civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. U6053-G. For travel and transportation allowances for a U.S. GOV'T civilian employee designated as an escort and funded by DOD, see JTR, par. C7100.

c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. GOV'T civilian employee, authorized to escort a dependent under par. U6053-G, is issued an ITA. See APP E. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. GOV'T civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return; or,

2. Reimbursement on a mileage basis, at the rate in par. U3505-C1, when a dependent uses a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return. Reimbursement for POC use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. U6054-D.

**SECTION 3: SAFE HAVEN ALLOWANCE****U6054 SAFE HAVEN ALLOWANCE**

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. U6050-A, including a dependent who turned 21 while at the safe haven/designated place, are authorized safe haven allowances.

**NOTE:**

**1. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.**

**2. Tax paid on lodgings while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.**

**B. General**

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the 'Lodgings-Plus' computation method for each day the dependent is in an evacuation status. **An AEA described in Ch 4, Part C, or APP O, par. T4040-A1d, does not apply to an evacuation.** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A definition of "Per Diem Allowance," Ch 4, Part B, and APP O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. U4129-E applies. **That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See computations in par. U6054-G. **GOV'T mess or open mess availability/use has no effect on safe haven allowances even though the dependent may or does use such facilities without charge.** Safe haven allowances payable under par. U6054 may be paid in advance as in par. U6060-A.

**2. Authorization Termination**

a. Authorization for safe haven allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,
- (2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

- (1) Authorization for evacuation safe haven allowances is extended by the Secretarial Process; or,
- (2) Member dies. See par. U6050-A.

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent;
- (2) Date the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the designated place); or
- (3) Expiration date established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven allowances for the unexpired period.

C. Safe Haven Allowances while Traveling. While traveling from:

1. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. U6054-D or U6054-F to a safe haven or designated place;
2. A member's CONUS PDS to a safe haven or designated place;
3. One safe haven to another safe haven;
4. A safe haven to a designated place, or;
5. A safe haven or designated place to return to member's CONUS PDS

the safe haven allowance payable to a dependent in an evacuation status:

1. Age 12 or older is equal to that payable to a member traveling on TDY;
2. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

1. Safe Haven Allowances Payable. Safe haven allowance rates are based on the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. The safe haven allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DOD Service member's dependent, and/or the Secretary Concerned for a non-DOD member's dependent, the safe haven allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or safe haven allowance rate%age by the USD (P&R) for a DOD member's dependent, and by the Secretary Concerned for a non-DOD member's dependent under par. U6052-D) at:

- a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and
- b. 30% of the locality per diem rate for the area for a dependent under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining a specific dependent at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependent receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven allowances rate.

2. Safe Haven Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (see par. U6052) may direct a dependent to move between safe havens. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6054-D1. A dependent, who is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven) receives safe haven allowances in par. U6054-D1 for NTE 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

- (a) safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or
- (b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven allowances for the travel day(s) is paid under par. U6054-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6054-D1.

4. Safe Haven Allowances - Termination when an Evacuated Dependent Is Directed to Move to a Designated Place. A dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto, if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent. The requirement to relocate to a designated place must specify the date on which safe haven allowances terminate for a dependent directed to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/ Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Allowances when Away from the Safe Haven. Safe haven allowances continue for a dependent at a safe-haven location under par. U6054-D5, who is absent from the safe haven for personal reasons, is authorized a continuation of safe haven allowances during such absences provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs

are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS.

Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Allowances at a Designated Place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven allowances are authorized to offset lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven allowances as in par. U6054-D.
2. Converts the safe haven to a designated place, is authorized safe haven allowances as in par. U6054-D, except for a dependent receiving a reduced safe haven allowance IAW par. U6054-D1. A dependent continues receiving a reduced safe haven allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the safe haven is converted to a designated place. Safe haven allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the Secretary of Defense, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven allowance period as warranted. The safe haven allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven allowances at the designated place using par. U6054-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, meals and incidental expenses.

F. Safe Haven Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to GOV'T reimbursement,
2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and
3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a designated place

is authorized safe haven allowances at the rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. U6054-C and U6054-E apply.

G. Safe Haven Allowance Computations. The following examples illustrate the method used for computing safe haven allowances incident to evacuation:

**NOTES:**

1. *The locality per diem rates and mileage allowances used in the following example(s) are for illustrative*

*purposes only and may not reflect current allowances. Please check <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> as appropriate, for current locality per diem rates.*

*2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a separately reimbursable travel expense in addition to safe haven allowances.*

*3. Tax paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area is not separately reimbursable. It is part of the per diem rate used in safe haven allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.*

*4. OCONUS locality rates include an amount for laundry/dry-cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry-cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.*

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 3: Safe Haven Allowance****EXAMPLE 1**

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was \$100 plus \$11.50 for lodging tax (11.5%). The applicable maximum locality rate was \$139, (\$90/ \$49).

**(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows (see par. U6054-D1):**

Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$139), which in this case is \$49 for M&IE and up to \$90 for lodging. Each dependent under age 12 is authorized safe haven allowance up to 50% of the rate.

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$49		\$90		\$139
Child (age 12 or older)	\$49		\$90		\$139
Child (under age 12)	\$24.50	\$49 x 50%	\$45	\$90 x 50%	\$69.50
Max daily amount payable for the 3 dep:	\$122.50		\$225		\$347.50

**(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) (\$122.50 for M&IE and up to \$225 for lodging), as follows:**

M&IE:	\$122.50	The M&IE, in this daily amount, is paid to cover meals and incidental expenses for the 3 dependents. No itemization or receipts are required.
Lodging:	\$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum (\$225) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	\$222.50	Daily amount that is payable to the dependents (within the maximum \$347.50/day established in (a) for the three dependents for each of the first 30 consecutive days.
Lodging Tax:	\$11.50	
Total:	\$234	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.

**(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31<sup>st</sup> through the 180<sup>th</sup> consecutive days for the member's three dependents in this example as follows:**

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$29.40	\$49 x 60%	\$54	\$90 x 60%	\$83.40
Child (age 12 or older)	\$29.40	\$49 x 60%	\$54	\$90 x 60%	\$83.40
Child (under age 12)	\$14.70	\$49 x 30%	\$27	\$90 x 30%	\$41.70
Max daily amount payable for the 3 dep:	\$73.50		\$135		\$208.50

**(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$73.50 for M&IE and up to \$135 for lodging), as follows:**

M&IE:	\$73.50	The M&IE in this daily amount is paid to cover meals and incidental expenses for the 3 dependents. No itemization or receipts are required.
Lodging:	\$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum (\$135) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	\$173.50	The daily amount that is payable to dependents (within the maximum \$208.50 established in (b) for costs incurred by the 3 depts for the 31st to 180th consecutive days.
Lodging Tax:	\$11.50	
Total:	\$185	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 3: Safe Haven Allowance****EXAMPLE 2**

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was \$226 (\$155/ \$71).

**(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. See par. U6054-D1.**

Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50% of the rate.

	M&IE		Max Lodging		Total
Member's spouse:	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (under 12)	\$35.50	\$71 x 50%	\$77.50	\$155 x 50%	\$113
Max daily amount payable for the 4 dep:	\$248.50		\$542.50		\$791

**(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) (\$248.50 for M&IE and \$542.50 for lodging), as follows:**

M&IE:	\$248.50	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	\$220	The actual daily lodging cost for the 4 dependents (\$110 + \$110) (not including lodging tax), which is less than the max (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	\$468.50	Daily amount paid to the dependents within the maximum \$791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	\$19.80	\$9.90 + \$9.90
Total:	\$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

**(c) Beginning on the 31<sup>st</sup> consecutive day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31<sup>st</sup> through the 180<sup>th</sup> consecutive days is determined as follows:**

	M&IE		Max Lodging		Total
Member's spouse:	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (under 12)	\$21.30	\$71 x 30%	\$46.50	\$155 x 30%	\$67.80
Max daily amount payable for the 4 dep:	\$149.10		\$325.50		\$474.60

**(d) Determine the actual total daily amount that is paid for 31<sup>st</sup> through 180<sup>th</sup> consecutive days, within the maximum amounts shown in (c) (\$149.10 for M&IE and up to \$325.50 for lodging), as follows:**

M&IE:	\$149.10	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	\$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily amount:	\$369.10	Daily amount paid to dependents within the maximum \$474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	\$19.80	\$9.90 + \$9.90
Total:	\$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31 <sup>st</sup> through the 180 <sup>th</sup> consecutive days.

**EXAMPLE 3**

A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6054-D5, the dependents were determined to already be at a safe haven and are authorized safe haven allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven allowances under par. U6054-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was \$184 (\$130/ \$54).

**(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows (see par. U6054-D1):**

Each dependent age 12 or older is authorized safe haven allowances up to the full locality rate (\$184), which in this case is \$184 (\$130/ \$54).

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$54		\$130		\$184
Child (age 12 or older)	\$54		\$130		\$184
Max daily amount payable for the 2 dep:	\$108		\$260		\$368

**(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) (\$108 for M&IE and up to \$260 for lodging), is determined as follows:**

M&IE:	\$108	The M&IE in this daily amount is paid to cover meals and incidental expenses for the 2 dependents. No itemization or receipts are required.
Lodging:	\$0	No lodging allowance is paid when depts stay with friends or relatives (par. U6054-B1).
Total:	\$108	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.

**(c) Beginning on the 31<sup>st</sup> day safe haven allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31<sup>st</sup> to the 180<sup>th</sup> consecutive days for the member's 2 dependents in this example as follows:**

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$32.40	\$54 x 60%	\$78	\$130 x 60%	\$110.40
Child (age 12 or older)	\$32.40	\$54 x 60%	\$78	\$130 x 60%	\$110.40
Max daily amount payable for the 2 dep:	\$64.80		\$156.00		\$220.80

**(d) The actual total daily amount that is paid for the 31<sup>st</sup> to 180<sup>th</sup> consecutive days, within the maximum amounts shown in (c) (\$64.80 for M&IE and up to \$156.00 for lodging), is determined as follows:**

M&IE:	\$64.80	The M&IE in this daily amount is paid to cover meals and incidental expenses for the 2 dependents. No itemization or receipts are required.
Lodging:	\$0	No lodging allowance is paid when depts stay with friends or relatives (par. U6054-B1).
Total:	\$64.80	The actual daily amount paid for the 2 depts' costs on 31 <sup>st</sup> to 180 <sup>th</sup> consecutive days.

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 3: Safe Haven Allowance****EXAMPLE 4**

Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.

The travel itinerary was as follows:

Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August.

Remained overnight at the CONUS location; incurred lodging cost of \$95 plus \$11.40 lodging tax (12%).

Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.

The dependents shared a hotel room at the designated place and incurred a lodging cost of \$105 plus \$13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven allowances while traveling to, and while at, the designated place. Safe haven allowances at the designated place begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6054-E. The maximum locality rate at the CONUS location en route, at the time of travel was \$148 (\$99/ \$49). The maximum locality rate at the designated place was \$154 (\$110/ \$44).

**(a) The maximum safe haven allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. U6054-E):**

Each dependent age 12 or older is authorized safe haven allowances up to the full rate (\$148), which in this case is \$44 for M&IE and up to \$99 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50% of the rate.

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$49		\$99		\$148
Child (age 14)	\$49		\$99		\$148
Child (age 9)	\$24.50	\$49 x 50%	\$49.50	\$99 x 50%	\$74
Max daily amount payable for the 3 dep:	\$122.50		\$247.50		\$370

**(b) Computing safe haven allowances, as for a member's TDY, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:**

The dependents are authorized 75% of the M&IE allowance for 14 August ( $\$122.50 \times 75\% = \$91.88$ ).

M&IE:	\$91.88	The M&IE in this amount is paid to cover meals and incidental expenses for the 3 dependents. No itemization or receipts are required.
Lodging:	\$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max (\$247.50). A lodging receipt is required for this amount.
Lodging Tax:	\$11.40	
Total:	\$198.28	Actual amount (including lodging tax) paid to depts for the 3 dependents' costs on 14 August.

**(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. U6054-E:**

Each dep age 12 or older is authorized safe haven allowances up to the full rate (\$154), which in this case is \$44 for M&IE and up to \$110 for lodging. Each dep under age 12 is authorized safe haven allowances up to 50% of the rate.

	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$44		\$110		\$154
Child (age 14)	\$44		\$110		\$154
Child (age 9)	\$22	\$44 x 50%	\$55	\$110 x 50%	\$77
Max daily amount payable for the 3 dep:	\$110		\$275		\$385

**(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) (\$110 for M&IE and up to \$275 for lodging), is determined as follows:**

M&IE:	\$110	The M&IE in this daily amount is paid to cover meals and incidental expenses for the 3 dependents. No itemization or receipts are required.
Lodging:	\$105	The actual daily amount (not incl lodging tax) the 3 dependents paid for lodging, which is less than the max (\$275) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	\$215	The daily amount that is payable to dependents (within the maximum \$380 established in (c) for costs incurred by the 3 dependents for 27 days.
Lodging Tax:		\$13.13
Total:	\$228.13	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days ( $27 \text{ days} \times \$200.62 = \$6,159.51$ ).

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**SECTION 4: HHG TRANSPORTATION****U6056 HHG TRANSPORTATION**A. General

1. HHG. A member with dependents is authorized HHG transportation (including UB as defined in APP A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and/or stored at GOV'T expense, minus any HHG weight otherwise already in storage at GOV'T expense. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. NTS of HHG in excess of 18,000 lbs is not authorized at GOV'T expense.* A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. U5320-D, unless the member has a PCS authorization/order, in which case reimbursement is under par. U5320-D or U5320-E.

2. UB. UB items may be transported separately from other HHG in an amount NTE 350 lbs for each dependent age 12 and older, and 175 lbs for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. U5320-B, apply to a UB shipment made under this Part. The 1,000-lb limitation applies to the sum of the UB transported for the member's family. See par. U6056-B.

B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. U6056-B1 and U6056-B2. The official serving as the transportation officer in the area being evacuated is the authority for transporting UB by an expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate.

***NOTE: NTS also may be appropriate for vacating GOV'T quarters to meet an unusual Service operational requirement. See par. U5380-G1a(3).***

1. A Dependent Is Directed to Move to a Safe Haven. When a dependent is directed to move to a safe haven under par. U6053, the member is authorized transportation of:

- a. UB for the dependent, and
- b. HHG authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. A Dependent Is Directed to Select a Designated Place. When a dependent is directed to select a designated place and move to that designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered

1. GOV'T-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the onward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a GOV'T-arranged move, or have been turned over to the GOV'T for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependent is directed to:

- a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 4: HHG Transportation**

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diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at GOV'T expense.;

b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for shipment to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at GOV'T expense.

c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation is accomplished at GOV'T expense when the dependent is authorized to either proceed to the evacuated PDS or move to a designated place.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. U6056-B.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. U6056-B. Additional necessary expenses for sorting, repacking, and additional transportation of HHG as covered in par. U6056-C1 are added to the GOV'T's costs for comparison computation.

D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place

1. Dependent Moves Between Safe Havens. When a dependent is authorized/directed to proceed from between safe havens, the member is authorized transportation of:

- a. UB,
- b. HHG (other than UB items) which had been transported to the former safe haven under par. U6056-B or U6056-C, and
- c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

2. Dependent Moves from a Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select, and move to, a designated place, the member is authorized transportation of:

- a. UB from the safe haven,
- b. HHG which had been transported to the former safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- c. Authorized HHG acquired while at the safe haven which competent authority authorizes/ approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or

## e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6056-D2.

3. Dependent Converts the Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select a designated place and the safe haven is converted to a designated place, the member is authorized transportation of HHG:

- a. At the member's PDS, and/or
- b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6056-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

- a. UB transported to the safe haven,
- b. HHG (other than UB items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's' comfort and well-being at the safe haven,

4. Dependent Moves from the Safe Haven to the Member's PDS

a. Member Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6053-F, the member is authorized transportation of:

- (1) UB from the safe haven location,
- (2) HHG items (other than UB items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1,
- (3) Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's' comfort and well-being at the safe haven, and/or
- (4) HHG, acquired by the dependent, which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS ICW the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at/in the vicinity of the CONUS PDS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the CONUS PDS, as appropriate.

b. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven, the member is authorized transportation of:

- (1) UB and HHG items (other than UB items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and

**Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 4: HHG Transportation**

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(2) Authorized HHG and UB items acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

from the safe haven to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is authorized transportation of:

- a. HHG (includes UB) transported to the designated place under Ch 6, Part B,
- b. Authorized HHG acquired while at the designated place for the evacuated dependent's comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS ICW the unusual or emergency circumstances that resulted in the evacuation of the area, and/or
- c. HHG in NTS

to the member's residence at or in the vicinity of the CONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's tour, as appropriate.

2. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a designated place, the member is authorized HHG transportation from the designated place to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

F. Short Distance Moves and/or NTS. Short distance moves and/or NTS supported by local installation funds, may be performed under pars.:

1. U5355-C1, U5380-G1a, and U5380-G1b for GOV'T quarters; and
2. U5355-D1 and U5380-G2a for private sector housing.

## SECTION 5: POV TRANSPORTATION

## U6057 POV TRANSPORTATION

A. POV Transportation Incident to Dependent's Evacuation

1. POV Transportation to a Safe Haven. *POV transportation at GOV'T expense to a safe haven is not authorized.*

2. POV Transportation to the Designated Place. When a dependent goes to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of a dependent) may be transported to the designated place for the dependent's use if the Secretarial Process determines that POV movement is prudent. Such transportation must not be approved if a POV can be driven to the designated place. When such transportation is authorized/approved, a POV in the PDS area or en route to the PDS when the evacuation is authorized/ordered, may be transported to the designated place, including any overland transportation required. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the member's/dependent's financial responsibility.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS, a POV may be transported to the member's CONUS PDS, including any overland transportation required, if the Secretarial Process authorizes/approves such transportation based on that individual's determination that circumstances dictate POV movement is prudent.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven or designated place under Ch 6, Part B, the authorization for POV transportation from the safe haven or designated place is that authorized ICW the member's PCS authorization/order.

D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late. This applies to POV transportation incident to a dependent's evacuation. If a member's (or dependent's) POV, transported at GOV'T expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or dependent's use. Reimbursement, by law, may not exceed \$30/day beginning the day a member/dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member/dependent, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member/dependent on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5410-D).***

<b>Reimbursement Amount Maximum Authorization:</b>	<b>\$210</b>	<b>7 days vehicle rental @ \$30 a day = \$210</b>
Required Delivery Date: 30 Jan		
Member arrives at destination: 1 Jan		
Member rents a car: 2 Jan		
Member is notified vehicle is ready for P/U1 Feb		
<b>Reimbursement Amount Authorization:</b>	<b>\$60</b>	<b>2 days vehicle rental @ \$30 a day = \$60). Authorization starts <u>after</u> the RDD.</b>

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**SECTION 6: MISCELLANEOUS ALLOWANCES****U6058 BASIC ALLOWANCE FOR HOUSING (BAH)**

See par. U10426 for BAH continuation for a member serving at a CONUS PDS from which a dependent is evacuated, and BAH authorization when a dependent establishes a permanent residence at a designated place in the United States following an evacuation from a CONUS location.

**U6059 DISLOCATION ALLOWANCE (DLA)**

DLA helps to cover the otherwise un-reimbursed expenses a member with a dependent incurs in relocating the household incident to an evacuation. When a dependent is evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for a dependent is authorized under par. U6053-H from the designated place to the member's PDS. *A DLA is not payable incident to relocation of a dependent to a safe haven.* The prohibition in par. U5620 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation.

**\*U6060 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

Local travel allowances are authorized to be paid when a dependent is receiving safe haven allowances and does not have a POC at the safe haven or the designated place. When unable to drive a POC to the safe haven location, a flat transportation allowance of \$25/day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. *Allowances under par. U6055 may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to renting a motor vehicle.*

**U6061 CONUS COLA**

For CONUS COLA authorization during an evacuation, see par. U8014.

**U6062 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RESERVE COMPONENT MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY**

A. General. A dependent of a Reserve Component member (10 USC §§ 101, 10101) serving on active duty (including active duty for training) or full-time National Guard duty under 32 USC §502(f), may be authorized evacuation allowances consistent with the DODFMR and Ch 6, Part B, if the dependent is authorized/ordered by an authority listed in par. U6051-B to evacuate from an area in which the principal residence is/was located and is temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW the guidance in Ch 6, Part B.

***NOTE:*** *For determining evacuation allowance eligibility, a National Guard or Reserve Component member's principal residence when called or ordered to active duty or full-time National Guard duty must be in the vicinity of a PDS.*

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. the date an authority in par. U6051-B authorized/ordered an evacuation or continued safe haven status of a dependent already evacuated;
2. the dependent's actual evacuation or continued safe haven status; and
3. the member's active duty or full-time National Guard duty status (DODFMR, Vol. 9, Chapter 7, par. 07021; JFTR, par. U6050).

*Evacuation allowances payment must be prospective from the date these events coincide, not retroactive to the date of any single event.*

C. Example. A National Guard or Reserve Component member's dependent who resided in an area from which an evacuation was authorized/ordered by any federal or state authority (see par. U6051-B) and whose member was subsequently called/ordered to active duty (to include full-time National Guard duty) may be eligible for evacuation allowances payment under limited circumstances. See 10 USC §12301(d) and 32 USC §502(f). Such dependent is eligible only for the period the member serves on active duty or full-time National Guard duty if, on or after the date the member was called/ordered to active duty or full-time National Guard duty, an authority listed in par. U6051-B orders/authorizes the evacuation of dependents still in the affected area or continuation of safe haven status for evacuees at a safe haven outside the affected area. A dependent's eligibility is prospective from the date member is ordered/called to active duty or full-time National Guard duty. No evacuation allowance payment is authorized for any period unless the member is/was serving on active duty or full-time National Guard duty for that period.

D. Member Released from Active Duty. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately (without a break in service) called to full-time National Guard duty under 32 USC §502(f), remains eligible for continued evacuation allowances payment. The dependent of a Reserve Component member, ordered to active duty under an involuntary authority (10 USC §12302) in support of a contingency operation and whose authorization/order is amended to retain the member on active duty under a voluntary authorization/order (10 USC §12301 (d)), also remains eligible for continued evacuation allowances payment. No allowances are authorized for any period during which the member is not on active duty or full-time National Guard duty.

## CHAPTER 7

### TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

**Paragraph    Title/Contents**

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#### **PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN**

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- U7000      CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**  
           A.    Upon Entrance  
           B.    Upon Graduation and Commission  
           C.    Separation other than by Commission  
           D.    Rejected Applicants
- U7001      CADETS/MIDSHIPMEN ON TDY**  
           A.    GOV'T Quarters and GOV'T Mess Available  
           B.    Government Meal Rate for Cadets/Midshipmen
- U7002      TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES**  
           A.    Uniformed Service Member on Active Duty  
           B.    Civilians or Members of Reserve Components Not on Active Duty
- U7005      AVIATION CADETS**

---

#### **PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS**

---

- U7025      TRAVEL INCIDENT TO APPLICATION PROCESSING**  
           A.    General  
           B.    Basic Transportation Authority  
           C.    GOV'T-procured Transportation and Meal Tickets  
           D.    Temporary Duty Allowances

---

#### **PART C: RECRUITING EXPENSE REIMBURSEMENT**

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- U7030      ALLOWANCES**
- U7033      RECRUITING EXPENSE FUNDS ADVANCE**

---

#### **PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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- U7050      ALLOWED ACCOMMODATIONS**
- U7051      NOT USED**
- U7052      TRAVEL**

---

#### **PART E: WITNESS TRAVEL**

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- U7060      CASE INVOLVING A UNIFORMED SERVICE**
- U7061      CASE NOT INVOLVING A UNIFORMED SERVICE**
- U7062      OTHER CASES**

**Paragraph   Title/Contents****PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS**

---

- U7100      CERTAIN MOBILE UNITS**  
 A. Allowances  
 B. Approval
- U7105      DUTY ABOARD COMMERCIAL CARRIERS**
- U7110      RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES**
- U7115      SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN THE HOME PORT**  
 A. Authorization  
 B. Authorized Transportation Allowances  
 C. Conditions
- U7120      AERIAL SURVEYS**

**PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED**

---

- U7125      TRAVEL WHEN PER DIEM NOT AUTHORIZED**  
 A. Ordered to Active Duty – no PDS Designated  
 B. Undergoing Processing  
 C. TDY Station Changed to PDS  
 D. Bed Patient or Inpatient  
 E. Assignment to Rehabilitation Center or Activity  
 F. Hospitalized Member  
 G. Member of a Mission

**PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

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- U7140      A MEMBER ASSIGNED TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY**

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- U7150      RESERVE COMPONENT MEMBER TRAVEL**  
 A. Active Duty with Pay (48 Comp. Gen. 301 (1968))  
 B. Active Duty without Pay  
 C. Inactive Duty Training with Pay  
 D. Inactive Duty Training without Pay  
 E. SROTC Member  
 F. Travel Allowances for a Member Authorized Medical and Dental Care  
 G. Funeral Honors Duty  
 H. COLA and Housing Allowances
- U7155      RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**
- U7175      MUSTER DUTY ALLOWANCE FOR ‘READY RESERVE’ RESERVE COMPONENT MEMBER**

**Paragraph    Title/Contents**

- U7160        INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE**  
 A.    General  
 B.    Eligible Member  
 C.    Reimbursement

**PART H1: LEAVE TRAVEL AND TRANSPORTATION**

- U7200        LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS**  
 A.    Authorization  
 B.    Scheduling  
 C.    Reimbursement
- U7205        TRANSPORTATION IN PERSONAL EMERGENCIES**  
 A.    Transportation Authorization  
 B.    Eligibility  
 C.    Authorized Locations
- U7206        PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT**  
 A.    Member TDY or Away from the Home Port  
 B.    Transportation  
 C.    Reimbursement  
 D.    Cost Construction  
 E.    City-pair Airfare Use  
 F.    One-way Emergency Leave Travel
- U7207        FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**  
 A.    Policy  
 B.    Eligibility  
 C.    Limitation  
 D.    FEML Locations/Destinations  
 E.    Transportation  
 F.    Per Diem  
 G.    Dual Allowances
- U7210        CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)**  
 A.    Authorization  
 B.    Transportation Allowances  
 C.    Restrictions
- U7215        SHIP RELOCATED DURING AUTHORIZED ABSENCE**  
 A.    Authorized Allowances  
 B.    Limitation  
 C.    Reimbursement
- U7220        RECALL FROM LEAVE**  
 A.    Member's Responsibility  
 B.    Recall for Operational Reasons

**PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE**

- U7225        LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY  
 IN SUPPORT OF A CONTINGENCY OPERATION**  
 A.    General

**Paragraph    Title/Contents**

- B. Eligibility
- C. Reimbursement
- D. Authorized Absence

**U7226        LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**

- A. General
- B. Eligibility
- C. Reimbursement

**PART I: MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS REIMBURSEMENT**

---

**U7250        ATTENDANTS/ESCORTS**

- A. Definition
- B. Determination
- C. Appointment
- D. Travel and Transportation Allowances
- E. Non-Concurrent Attendant Travel

**U7251        A MEMBERS ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION**

- A. Travel Status
- B. Travel and Transportation Allowances
- C. Allowances while at the Medical Facility

**U7252        TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)**

- A. Travel and Transportation Allowances
- B. Transportation-in-Kind

**U7253        TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC)**

- A. Discharged from the Service upon Entry into a Medical Facility
- B. Not Discharged from Service upon Entry into a Medical Facility

**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

---

**U7300        FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**

- A. Policy
- B. Eligibility
- C. R&R Locations/Destinations
- D. Transportation
- E. Per Diem

**U7305        TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION**

- A. Authorization
- B. Eligibility
- C. Authorized Transportation
- D. Per Diem

**Paragraph    Title/Contents**

E.    Alternate Destinations

**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

---

U7325      TRAVEL AND TRANSPORTATION

U7326      ALLOWABLE EXPENSES

U7327      TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

U7328      REIMBURSEMENT

**PART L: RESERVED (*See par. U1005*)**

---

**PART M: MEMBER WHOSE ENLISTMENT IS VOIDED**

---

U7375      GENERAL

U7376      IMPLEMENTING REGULATIONS

**PART N: ABSENTEE, STRAGGLER OR ANY OTHER MEMBER WITHOUT FUNDS**

---

U7400      PRIOR AUTHORIZATION/ORDER

A.    General

B.    Transportation and/or Meal Tickets Previously Furnished

U7401      NO PRIOR AUTHORIZATION/ORDER, OR DESERTER WITH OR WITHOUT PRIOR AUTHORIZATION/ORDER

**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF A PRISONERS AND THE GUARD**

---

U7450      DISCIPLINARY ACTION

A.    Transportation

B.    Meals

U7451      PRISONER AND GUARD

A.    Travel and Transportation of a Prisoner and The Guard

B.    Paroled Prisoner

C.    Prisoner on "Commandant's Parole"

**PART P: TRANSPORTATION OF A MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS**

---

U7500      GENERAL

U7501      NO CONFINEMENT INVOLVED

U7502      UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY

**Paragraph    Title/Contents**

<b>U7503</b>	<b>UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY</b>
<b>U7504</b>	<b>TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD</b>
<b>U7505</b>	<b>UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS</b>
<b>U7506</b>	<b>CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW</b>
	A. Involuntary Leave
	B. TDY Travel
	C. Member Restored to Duty
	D. Final Separation Travel

**PART Q: TRAVEL OF A DEPENDENT'S ESCORT OR ATTENDANT**

<b>U7550</b>	<b>DEFINITIONS OF TERMS USED IN THIS PART</b>
	A. Escort
	B. Attendant
<b>U7551</b>	<b>GENERAL</b>
<b>U7552</b>	<b>MEMBER AS A DEPENDENT'S ESCORT OR ATTENDANT</b>
<b>U7553</b>	<b>CIVILIAN EMPLOYEES AS A DEPENDENTS' ESCORT OR ATTENDANT</b>
<b>U7554</b>	<b>OTHER PERSONS AS A DEPENDENT'S ESCORT OR ATTENDANT</b>
<b>U7555</b>	<b>ADVANCE OF FUNDS FOR A DEPENDENT'S ESCORT OR ATTENDANT</b>

**PART R: RESERVED****PART S: MEMBER TRAVEL EXPENSES NOT PAYABLE BY GOV'T**

<b>U7650</b>	<b>PERMISSIVE TRAVEL</b>
<b>U7651</b>	<b>TRAVEL UNDER A TRAVEL AUTHORIZATION BUT NOT ON PUBLIC BUSINESS</b>
<b>U7652</b>	<b>RETURN FROM LEAVE TO DUTY ABROAD</b>
<b>U7653</b>	<b>ATTENDANCE AT PUBLIC CEREMONIES</b>
<b>U7654</b>	<b>RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A PUBLIC HEALTH SERVICE MEMBER</b>
<b>U7655</b>	<b>SEPARATION AT PERSONAL REQUEST OF A NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBER</b>

**PART T: RESERVED (SEE APP E)****PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

<b>U7750</b>	<b>GENERAL</b>
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**Paragraph    Title/Contents**

- U7751        DEFINITIONS OF TERMS**  
 A.    Member of Congress  
 B.    Congressional Employee

- U7752        TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

- U7755        CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**  
 A.    First-class (FC)  
 B.    Business-class (BC)

**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE  
 IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS  
 COMPETITIONS**

---

- U7800        GENERAL**
- U7801        POLICY**
- U7802        FUNDING**
- U7803        ALLOWANCES**

**PART W: RESERVED**

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**PART X: NOT USED**

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**PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES**

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- U7960        TRAVEL TO SPECIALTY CARE OVER 100 MILES**  
 A.    General  
 B.    Applicability  
 C.    Transportation  
 D.    Lodging and Meals  
 E.    Reimbursable Expenses  
 F.    Administrative Provisions
- U7961        ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

**PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION  
 PROGRAM**

---

- U7970        TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES**  
 A.    General  
 B.    Travel within a Combatant Command's AOR  
 C.    Travel when the Combatant Command is located within the U.S.  
 D.    Personnel of a Developing Country that is not a Member of the North Atlantic Treaty  
 Organization (NATO)  
 E.    Maximum Expenses that May Be Paid  
 F.    Payment of Additional Expenses  
 G.    Payment under this Part is in Addition to Payments under 10 USC §1050  
 H.    Travel Authorization/Order

**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION**

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**Paragraph   Title/Contents**

**LIAISON OFFICERS**

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<b>U7980</b>	<b>TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS (10 USC §1051a)</b>
	A. General
	B. Medical Care
	C. Maximum Allowances that May Be Paid
	D. Travel Authorization/Order

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## PART C: RECRUITING EXPENSE REIMBURSEMENT

***NOTE:** See Ch 3, Part G for PDS work site and TDY parking reimbursement.*

### U7030 ALLOWANCES

An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. Parking fees at itinerary stops;
3. Official telephone calls;
4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. Other small, necessary recruiting expenditures; and
6. Personally procured and consumed meals at non-GOV'T events when:
  - a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;
  - b. Attendance during meal time is necessary to full participation in the business of the function; and
  - c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in this Volume (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

### U7033 RECRUITING EXPENSE FUNDS ADVANCE

Service regulations may authorize funds advances.

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**PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

**U7050 ALLOWED ACCOMMODATIONS**

See Ch 3 for transportation accommodations.

**U7052 TRAVEL**

The documentation authorizing/approving premium-class accommodations required in par. U2000-A must be included in/with the travel authorization/order. Couriers must use available CTOs/TMCs and Government-procured transportation for the premium-class accommodations contemplated in pars. U3125, U3130, or U3135, if practicable. Otherwise, reimbursement is for all personally-procured transportation and such premium-class accommodations (with the required documentation per par. U2000-A) on an actual cost basis (including tax). The claim must explain why a CTO/TMC and/or GOV'T-procured transportation was not used and be accompanied by the receipt or an acceptable statement indicating the amount paid if \$75 or more. If an explanation, receipt/statement and premium-class authorization/approval are not furnished, reimbursement is limited to the cost of the policy-constructed airfare (see APP A). All other travel and transportation allowances are the same as for TDY.

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## PART E: WITNESS TRAVEL

### U7060 CASE INVOLVING A UNIFORMED SERVICE

An active duty member, who serves as a witness on behalf of the United States in any case involving a Service, receives TDY travel and transportation allowances, payable from the requesting Service's funds.

### U7061 CASE NOT INVOLVING A UNIFORMED SERVICE

An active duty member who serves as witnesses on behalf of the United States in any case *not* involving the Services, receives travel and transportation allowances as prescribed by the Attorney General. If GOV'T-procured transportation is used, bill the Department of Justice.

### U7062 OTHER CASES

An active duty member, who serves as a witness for a local, State, the District of Columbia, or U.S. territory or possession GOV'T in a criminal or civil case;

1. Directly related to a Service or to a member, and
2. In which a Service has a particularly strong compelling and genuine interest,

may receive TDY travel and transportation allowances from the appropriate Service's funds, if competent authority determines that travel is required (B-202232, 10 July 1981, B-223900, 24 December 1986). An active duty member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel and subsistence expense payments with the individual or agency desiring testimony.

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## PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

### U7125 TRAVEL WHEN PER DIEM NOT AUTHORIZED

A. Ordered to Active Duty - no PDS Designated. A member, whose authorization/order to active duty does not designate a specific PDS after the TDY is completed, is not authorized per diem during the TDY.

***NOTE: Per diem is authorized (also see par. U7125-B) from the date the member receives an authorization/order naming a PDS other than the TDY station.*** See par. U7000-B for Service academy graduates.

B. Undergoing Processing. Except as provided in par. U7125-B3, no per diem is payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing processing, indoctrination, basic training (including follow-on technical training and/or home station training for a Reserve Component member), or instruction in a TDY status at a place at which both GOV'T mess and GOV'T quarters (other than temporary lodging facilities) are available. See par. U7125-A when a first PDS is not specified in a member's authorization/order. However, per diem payment is authorized during:

1. Travel to, from, or between places for processing, indoctrination, training, or instruction;
2. Delay or processing incident to travel to a designated PDS or while awaiting transportation to such station; or
3. TDY under instruction following initial technical or specialty training after basic training if a PDS has been assigned and per diem during the course of instruction is authorized through the Secretarial Process specifically for these members.

C. TDY Station Changed to PDS. A member, who receives a PCS authorization/order while at a TDY station designating that TDY station as the new PDS *effective immediately*, is not authorized per diem beginning on the date the member receives that authorization/order. See par. U4105 if the member is to be transferred to the TDY station on a *specified future date*. See par. U5120-B for return travel to the PDS.

\*D. Bedpatient or Inpatient. A member is not authorized per diem while a bedpatient or an inpatient in a hospital. Per diem is payable for days of travel to, from, or between hospitals, and when subsisting out. See APP A. When a member must retain lodgings at the same or a prior TDY location, reimbursement for that lodging cost is made under par. U4510. See par. U7125-F below for a "hospitalized member".

\*E. Assignment to Rehabilitation Center or Activity. A member is not authorized per diem for any TDY period when assigned to a rehabilitation center or activity for rehabilitation training and/or treatment when both Gov't quarters and dining facility/mess are available. See par. U7125-F below for a "hospitalized member".

\*F. Hospitalized Member. Consistent with par. U1035, a hospitalized member may not be authorized per diem for a TDY period unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) Memorandum, dated 15 May 2008, and the DODFMR, Volume 7A, Chapter 13. For this Part, the term "hospitalized member" is defined under the above-referenced Memorandum and Chapter of the DODFMR.

\*G. Member of a Mission. A member of a military, naval, or air mission, or another authorized to receive additional pay or allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized the per diem prescribed herein except when:

1. Specifically authorized jointly by the Secretaries concerned;
2. Traveling under an authorization/order on duty for any of the Uniformed Services;

3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an authorization/order ICW duties with a foreign government, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

**PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN  
PEACEKEEPING ORGANIZATIONS**

**U7140 A MEMBER ASSIGNED TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

A member assigned TDY as an observer to a UN peace-keeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. *In no event does par. U7140 authorize a reduction in the UN mission per diem allowance.*

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**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED  
MEMBER CALLED/ORDERED TO ACTIVE DUTY**

**U7150 RESERVE COMPONENT MEMBER TRAVEL**

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to a Reserve Component member called (or ordered) to active duty for any reason with pay under an authorization/order that provide for return to home or PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. *Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:*

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The AO/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) Home, or
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and GOV'T quarters and/or GOV'T mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Ch 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

- (1) Member performing annual training duty when both GOV'T quarters (other than temporary lodging facilities) and a GOV'T mess are available;
- (2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T quarters (other than temporary lodging facilities) and a GOV'T mess are available;
- (3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses of instruction with a break in active duty between courses of instruction and both GOV'T mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course

of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

A member of a Reserve Component performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient GOV'T housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for GOV'T quarters use (see APP A) is not authorized.***

2. **Physical Examination ICW a Call (or Order) to Active Duty with Pay.** A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the authorization/order is received or addressed to the place of physical examination (whichever is less) and (as directed in the authorization/order):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. **Active Duty for Training**

a. **Fewer Than 140 Days.** When the active-duty-for-training period contemplated by an authorization/order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Ch 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. **140 or More Days**

(1) **Duty at One Location.** A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Ch 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of GOV'T quarters and/or GOV'T mess does not change this determination.***

(2) **Duty at More than One Location.** When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Ch 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chs 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Ch 3 and 4 for the entire duty, including travel to and from the duty locations.

4. **Active Duty for and Active Duty Extensions (Other than Training)**

a. **For 180 or Fewer Days.** When the active-duty-for-other-than-training (ADOT) contemplated by an authorization/order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chs 3 and 4. Per diem or AEA is payable at the duty

**Part G: Tvl of a RC Mbr or Retired Mbr Called/Ordered to Active Duty**

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location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/ order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5.

(b) *No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). GOV'T quarters and/or GOV'T mess availability does not change this determination.*

(2) Active Duty at More Than One Location

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5 to the 181-day location.

(b) *No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).*

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chs 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chs 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances, or

(d) Emergency circumstances, or

(e) Contingency Operations, or

(f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Ch 4.

B. Active Duty without Pay

1. Standby Reserve. *Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.*

***NOTE: Par. U7150-B2 is effective as of 10 February 1996.***

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U. S.

3. Others. Except as provided in par. U7150-B2, a Reserve Component member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters. See par. U4510. *The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, a Reserve Component member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. See par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

- (a) Training duty station,
- (b) Drill site,
- (c) Assigned unit city/town location, or in the
- (d) Local area of assigned unit or home, or

(2) Travel between home and the:

- (a) Assigned unit except as provided in par. U7160,
- (b) Unit training assembly place, or
- (c) Place of duty instead of a unit training assembly.

**Part G: Tvl of a RC Mbr or Retired Mbr Called/Ordered to Active Duty**

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b. Transportation Reimbursement. Reimbursement may be authorized/approved under Ch 3, Part F, for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

When the member travels between home and an alternate duty/work site, the member may be paid TDY mileage only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and the assigned unit (usual drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.585/mile = \$11.70.

Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.585/mile = \$9.36.

### 3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

### 4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

### 5. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Allowances. *A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*

**Part G: Tvl of a RC Mbr or Retired Mbr Called/Ordered to Active Duty**

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b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in Arlington, VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.585/mile = \$8.19.

6. Reimbursement of Service Charges for Transient GOV'T Housing Use. A Reserve Component member not authorized per diem or AEA, who occupies transient GOV'T housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind.

*Reimbursement for other than service charges for GOV'T quarters use (see APP A) is not authorized.*

D. Inactive Duty Training without Pay

1. Standby Reserves. *There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.*

2. Other than Standby Reserves. An Armed Forces' Reserve Component member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

A Reserve Component member not authorized per diem or AEA, who occupies transient GOV'T housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. *Reimbursement for other than service charges for GOV'T quarters use (see APP A) is not authorized.*

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the authorization/order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. GOV'T or GOV'T-procured transportation and GOV'T-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the PCS allowances in Ch 5, Part B, the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under a TDY Authorization/Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both GOV'T quarters (other than temporary lodging facilities) and GOV'T mess are available. This includes travel from home or the SROTC unit location (as specified in the authorization/order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a GOV'T mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the authorization/order).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, a member is authorized the allowances in Ch 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Ch 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the authorization/order.

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location

outside the commuting distance of the member's residence,

is authorized TDY travel and transportation allowances in Chs 3 and 4 for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chs 3 and 4.

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

*Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.*

***NOTE:** New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through an amended or modified authorization/order, and serves more than 30 days from the extension authorization/order, is authorized allowances under the new rules effective the date of the extension.*

#### **U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**

Except for a periodic physical examination covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

#### **U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE**

*Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2010.*

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. U7160, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any Reserve Component member) must be:

1. qualified in a skill designated as critically short by the Secretary Concerned;
2. assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's Reserve Component with a critical staffing shortage; or
3. assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip.***

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred

incident to such travel). ***NOTE:*** *Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.*

2. ***Lodging and Meals.*** The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

***NOTE:***

*1. The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on a CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when MALT PLUS for POC travel is paid.*

*2. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.*

*3. Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.*

**\*U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER**

See DODFMR, Volume 7A, par. 580105.A (at <http://www.defenselink.mil/comptroller/fmr/>) for rate.

U7180 ALLOWANCE SUMMARY TABLES

**NOTE:** These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in the preceding Ch 5, Part G paragraphs.

Table U7G-1		
RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY WITH PAY		
(NOTE 1)		
SITUATION	TRANSPORTATION (NOTES 2 and 3)	PER DIEM (NOTES 4 and 5)
Annual training duty (NOTE 6)	Ch 3 applies	Not authorized if GOV'T quarters & mess available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T quarters & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to cost of GOV'T contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T quarters and mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the authorization/order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the authorization/order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

**NOTES:**

1. Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay (except for a periodic physical for a member on the TDRL.) See par. U7250.
2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/ town.
3. A Reserve Component member may not be paid for commuting from home to duty--only one round-trip may be paid.
4. Temporary lodging facilities are not GOV'T quarters for the purpose of this table.
5. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
6. Since a training location is the PDS, no per diem is payable when GOV'T quarters & mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

Table U7G-2		
RESERVE COMPONENT MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM (NOTES 1 and 2)
Standby Reserve Component Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized for travel days only. See par. U4510.

**NOTES:**

1. Temporary lodging facilities are not GOV'T quarters for the purpose of this table.
2. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY		
(NOTES 1 and 2)		
SITUATION	TRANSPORTATION	PER DIEM
TDY to a Reserve Component member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located <u>NOTE 3</u>	Not authorized - may be authorized reimbursement under Ch 3, Part F	Not authorized
TDY to other than the Reserve Component member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit.	Ch 4 applies
A Standby Reserve Component member voluntarily performing without pay	Not authorized	Not authorized

**NOTES:**

1. For travel and transportation allowance purposes, the Reserve Component unit is the designated post of duty for a Reserve Component member attached or assigned to that unit.
2. A Reserve Component member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
3. See par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

<b>Table U7G-4</b>			
<b>SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS</b>			
<b>(NOTES 1 and 2)</b>			
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T quarters and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

**NOTES:**

- 1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.*
- 2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.*

<b>Table U7G-5</b>			
<b>MISCELLANEOUS</b>			
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. See par. U7175 for the effective rate.

## PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

### U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DODI 1327.6, subsection 6.15. Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services. ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour, except as indicated in ***NOTE 2***. A contingency tour is ICW and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for a member who is serving a tour length under a TDY authorization/order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U.

***NOTE 1: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

***NOTE 2: A member who volunteers for a 12-month extension in the Operation Enduring Freedom or Operation Iraqi Freedom Area of Operations, subsequent to a 12-month or longer rotation is permitted an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The R&R leave period is permitted solely between the termination of the first deployed period and the start of the voluntary extension. All other restrictions outlined in DODI 1327.6 still apply to the USCENTCOM R&R Leave program.***

C. R & R Locations/Destinations. See APP U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. U7300-C5.
2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.
3. Alternate Destination. A member may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided travel to the authorized destination. The alternate destination is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the member travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

<b>Example 1</b>		
A member's PDS is in Albania and the authorized destination is Frankfurt, Germany.		
There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is:		\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,000
The member desires to utilize R&R to Boston, MA. City pair to Boston is:		\$1,400
Policy-constructed airfare to Boston is:		\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.		
The member is financially responsible for the additional cost):	\$1,600 - \$1,200 =	\$400

b. Example 2

<b>Example 2</b>		
A member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.		
City-pair airfare to Frankfurt is:		\$980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,400
The member desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:		\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized the city-pair airfare to St. Louis (\$1,200) <i>NTE the \$1,400 cost to Baltimore.</i>		

5. Location Designation/Re-designation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

- (1) DOD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health, Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation/Re-designation Requests. DOD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DODI 1327.6.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member taking a R&R trip may use:

- a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. Commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to and from the authorized destination.

***NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.***

3. Procurement. Commercial air transportation must be IAW par. U3120.
4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between a member's duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
  - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.
  - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

#### **U7305 TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION**

A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DOD Instruction 1327.6, subsec. 6.16.2.3) ([http://www.dtic.mil/whs/directives/corres/pdf/i13276\\_042205/i13276p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/i13276_042205/i13276p.pdf)) and round-trip transportation at GOV'T expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligibility. A member of the Armed Forces must meet the following requirements of DODD 1327.5:

1. Be entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Does not elect a non-transportation option under 10 USC §705.

C. Authorized Transportation. Round-trip GOV'T or GOV'T-procured transportation is authorized. If possible, members must use one or the other. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,
2. Overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

***NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.***

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

<b>Example 1</b>		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.		
City pair to Baltimore:		\$1,200
City pair to Denver:		\$1,400
Least cost non-city pair fare to Denver =		\$1,600
Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.		
The member is financially responsible for the additional cost:	\$1,600 - \$1,200 =	\$400

<b>Example 2</b>		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Atlanta, GA.		
City pair to Baltimore:		\$1,200
City pair to Atlanta:		\$ 980
Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) <b>NTE the \$1,200 cost to Baltimore.</b>		

**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

**U7325 TRAVEL AND TRANSPORTATION**

A member may be authorized GOV'T-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the member's official duties and the functions and activities of the member's Service (55 Comp. Gen. 1332 (1976)).

If acceptance of a non-federally sponsored award involves attending a meeting of a technical, scientific, professional, or similar non-federal organization, the Secretarial Process must authorize travel at GOV'T expense.

When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the travel to accept an award (37 USC §412). See par. APP R, Part II, par. E concerning registration fees.

**U7326 ALLOWABLE EXPENSES**

TDY allowances are provided.

**U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER**

Travel and transportation at GOV'T expense may be authorized for an individual (related by blood or affinity or whose close association with the member is the equivalent of a family relationship) to accompany the member receiving an honor award (see APP E, Part I, Invitation to Travel, par. C-5).

**U7328 REIMBURSEMENT**

There is no authority for a member authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

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**CHAPTER 7**

**PART L: RESERVED**

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**PART M: MEMBER WHOSE ENLISTMENT IS VOIDED**

**U7375 GENERAL**

A member, released or discharged from active duty due to a void enlistment, is authorized to travel from the place of release or discharge to the HOR or PLEAD, as the member elects.

**U7376 IMPLEMENTING REGULATIONS**

Each Service may issue regulations requiring a member, whose enlistment is voided, to use GOV'T or GOV'T-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part B are authorized as for a PCS.

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**PART N: ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS**

**U7400 PRIOR AUTHORIZATION/ORDER**

A. General. An absentee, straggler, or member without funds, who:

1. Is under a prior authorization/order;
2. Surrenders at, or is apprehended and delivered to, a U.S. Installation other than the member's PDS; and
3. Is without funds to purchase transportation;

may be furnished necessary transportation and meal tickets, or the cash equivalent of meal tickets (see par. U1500) to travel to the new PDS or to another place directed by competent authority. In these cases, the transportation, meal tickets (or cash equivalent) are furnished in connection with the prior orders. Reimbursement for travel performed between the old PDS and any new PDS, is IAW Ch 5. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Transportation and/or Meal Tickets Previously Furnished. When a member is without funds and:

1. Loses the transportation and/or meal ticket(s) while in a travel status, or
2. Becomes separated from the remainder of the members who are members traveling together with no/limited reimbursement,

the member may (upon reporting to a U.S. installation) be furnished:

3. Transportation, and/or
4. Meal ticket(s) or cash equivalent (see par. U1500),

to enable the member to proceed to the PDS.

**U7401 NO PRIOR AUTHORIZATION/ORDER, OR DESERTER WITH OR WITHOUT PRIOR AUTHORIZATION/ORDER**

An absentee, straggler, or member without funds (no prior authorization/order involved), or a deserter (with or without a prior authorization/order), who:

1. Reports in, surrenders at, or is apprehended and delivered to a U.S. Installation other than the member's PDS; and
2. Is without funds to purchase transportation;

may be furnished:

3. Necessary transportation; and
4. Meal tickets or cash equivalent (see par. U1500);

to travel to the new PDS or to another place directed by competent authority.

***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

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**PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE  
UNDER OTHER THAN HONORABLE CONDITIONS****U7500 GENERAL**

For travel under pars. U7501 through U7504, a member may be provided:

1. In-kind transportation by the least expensive common carrier transportation mode available, or
2. The GOV'T cost of that transportation.

***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

**U7501 NO CONFINEMENT INVOLVED**

A member, who has not been confined, is authorized the transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

**U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY**

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is authorized, upon parole or final release, to transportation allowances in par. U7500 (but no per diem), from the place of confinement to the:

1. HOR; or
2. PLEAD, as the member elects; or
3. Place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

**U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY**

A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. U7500 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory or possession) of the:

1. Member's HOR, or
2. PLEAD,

as the member elects.

**U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD**

**Part P: Transp of Mbrs Discharged from Service under other than Honorable Conditions**

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Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The GOV'T transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

**U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS**

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not authorized transportation.

**U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR or PLEAD, as the member elects. The least expensive transportation mode available must be provided or the member may be paid an amount not to exceed the GOV'T's cost of that least expensive transportation. See par. U7504 for transportation to an alternate location.

B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is authorized TDY travel and transportation allowances (including per diem).

C. Member Restored to Duty. If the member is restored to duty, the member is authorized the PCS allowances in Ch 5, Part B (including per diem), from the place to which transportation was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at GOV'T expense to the HOR or PLEAD, or to some other place on a NTE basis under par. U7506, this travel is the final separation travel unless the member is restored to duty. See 63 Comp. Gen. 135 (1983).

**CHAPTER 7**

**PART T: RESERVED**

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## **PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

### **U7750 GENERAL**

This Part applies to the travel of an armed forces member accompanying a Member of Congress and/or congressional employee under the authority in 31 USC §1108(g). An armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. The cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and
2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided the armed forces member's travel is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned. *See pars. U3125-B3g and U3125-B4i.*

### **U7751 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.

### **U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, such as is listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or an AEA without regard to any established per diem schedule.

### **U7755 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are:

- A. First-class (FC). *Reference par. U3125-B3g.*
- B. Business-class (BC). *Reference par. U3125-B4j.*

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**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE  
IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS  
COMPETITIONS**

**U7800 GENERAL**

This Part applies to members of the Armed Forces who have been authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition in accordance with 10 USC §717, 37 USC §420, and:

1. DOD Directive 1330.4 for DOD members (and Coast Guard when operating as a service of the Navy), or
2. COMDTINST 1710.5 (series) for Coast Guard members.

**U7801 POLICY**

A member of the Armed Forces may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized to do so under par. U7800. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) has been approved by the Secretary of State. Participation in other international competitions is contingent upon a determination by the Secretary of State that the interests of the United States are served by participating in each such event.

**U7802 FUNDING**

Funds appropriated to DOD, or the Department of Homeland Security as the case may be, may be expended for the payment of transportation and per diem allowances for an Armed Forces athlete, and the training associated with animals of the Armed Forces, to support the attendance of Armed Forces athletes at, and participation in, those competitions listed in par. U7801. Funds may be expended only when such participation has been authorized under par. U7800.

**U7803 ALLOWANCES**

An Armed Forces member, who has been authorized to attend, train for, and/or participate in the competitions listed in par. U7801, is authorized travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for a member on TDY.

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**CHAPTER 7**

**PART W: RESERVED**

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**CHAPTER 7**

**PART X: RESERVED**

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**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION  
LIAISON OFFICERS**

**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - LIAISON OFFICERS (10 USC §1051a)**

***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

A. General. Under the authority in 10 USC §1051a, the SECDEF may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in APP G required for the performance of duties by a liaison officer of a developing country involved in a military operation with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command ICW the planning for, or conduct of, a military operation. SECDEF may authorize payment of the above-described allowances for a liaison officer of a developing country ICW the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, SECDEF may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Medical Care. Round-trip transportation expenses (no per diem or mileage) may be authorized for a liaison officer described in par. U7980-A if the combatant command commander directs round-trip travel from the assigned headquarters to one or more locations for medical care at a non-military facility if:

1. Adequate medical care is not available to the liaison officer at a local military medical treatment facility;
2. SECDEF determines that payment of such medical expenses is necessary and in the best interest of the United States; and
3. Medical care is not otherwise available to the liaison officer pursuant to any treaty or other international agreement.

C. Maximum Allowances that May Be Paid. Allowances authorized to be paid under pars. U7980-A and U7980-B may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

D. Travel Authorization/Order. A travel authorization/order issued under an individual Service's regulations is to be used for authorizing the allowances under this Part. See par. U1010-B.

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## CHAPTER 8

### COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA)

*37 USC §403b*

<u>Paragraph</u>	<u>Title/Contents</u>
<b>U8000</b>	<b>DEFINITION OF TERMS AS USED IN THIS CHAPTER</b>
	A. High Cost Area
	B. Member with Dependents
	C. Member-without-Dependents
	D. Primary Dependent
	E. Unaccompanied Status
<b>U8002</b>	<b>ELIGIBLE MEMBERS</b>
<b>U8004</b>	<b>RATE PAYABLE</b>
	A. General
	B. Both Husband and Wife Are Members
	C. Member Assigned to a Ship or Afloat Staff
	D. Accessions
	E. Member in a Leave Status
	F. Member Processing for Separation or Retirement
<b>U8006</b>	<b>CONUS COLA NOT PAYABLE</b>
<b>U8008</b>	<b>CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA</b>
<b>U8010</b>	<b>MEMBER PAYING CHILD SUPPORT</b>
<b>U8012</b>	<b>CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN</b>
<b>U8014</b>	<b>CONUS COLA WHEN ORDERED ON A PCS</b>
<b>U8016</b>	<b>SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION</b>
	A. General
	B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved
	C. Other Circumstances
	D. Rates Applicable
<b>U8018</b>	<b>ACQUIRED DEPENDENT</b>
	A. General Rules
	B. Dependent Visits/Moves to the PDS
	C. Decision Logic Table
<b>U8020</b>	<b>THE GOVERNMENT DEFERS DEPENDENT TRAVEL</b>
	A. General
	B. Dependent Travel Authorized to CONUS PDS
	C. Decision Logic Table

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U8022</b>	<b>MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS</b> A. General B. Decision Logic Table
<b>U8024</b>	<b>EARLY RETURN OF DEPENDENTS</b> A. Early Return at Government Expense B. Early Return at Personal Expense C. Decision Logic Table
<b>U8026</b>	<b>DEPENDENT TRAVEL - ADVANCE AND DELAYED</b> A. General B. CONUS COLA Based on Dependent's Location or Old PDS C. Secretarial Determination D. Rates Applicable E. Decision Logic Tables
<b>U8028</b>	<b>MEMBER IN A MISSING STATUS</b> A. Member without Dependents B. Member with Dependents
<b>U8030</b>	<b>MEMBER IN CONFINEMENT</b>
<b>U8032</b>	<b>MEMBER IN NON-PAY STATUS</b>
<b>U8034</b>	<b>AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED</b>
<b>U8036</b>	<b>CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS</b> A. Member with Dependents B. Member without Dependents
<b>U8038</b>	<b>RESERVE COMPONENT MEMBER</b> A. General B. Location Rate C. Decision Logic Table

## CHAPTER 8

### COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA)

*37 USC §403b*

#### U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area. An area is a high cost area for a fiscal year for this Ch's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on 30 June of the year in which such fiscal year begins. *SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.* The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in this Ch means a member who is authorized BAH (or would be authorized BAH if GOV'T quarters were not occupied) at the with-dependent rate. *The term does not include a member authorized BAH at the with-dependent rate solely on the basis of paying child support.*

C. Member without Dependents. The term "member without dependents" as used in this Ch means;

1. A member authorized BAH (or would be authorized BAH if GOV'T quarters were not occupied) at the without-dependent rate, and
2. A member authorized BAH at the with-dependent rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or
2. For an unmarried member, a dependent as defined in APP A (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Ch means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

#### U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and this Ch. A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:
  - a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's duty location or other circumstances; and

- b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with permanent duty station for non-sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

#### **U8004 RATE PAYABLE**

##### **A. General**

1. CONUS COLA must be paid to a member, with or without dependents, assigned to a PDS in a CONUS high cost area.
2. For a member with dependents who, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

CONUS COLA is payable at a rate prescribed in the rate table available at <http://perdiem.hqda.pentagon.mil/perdiem/>.

**B. Both Husband and Wife Are Members.** When both husband and wife are members, each is authorized a CONUS COLA. This authorization exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

**C. Member Assigned to a Ship or Afloat Staff.** For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and quarters on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

**D. Accessions.** A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
2. With dependents - the member can elect the with-dependent rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

***CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.***

**E. Member in a Leave Status.** The CONUS COLA rate paid to the member is not affected by any leave status.

**F. Member Processing for Separation or Retirement.** CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or
2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or
3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

#### **U8006 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or
2. A Reserve Component member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. U8038.

#### **U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Ch 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. *This may occur only if there is no command-sponsored dependent residing OCONUS with the member.* If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence. See par. U9130-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

#### **U8010 MEMBER PAYING CHILD SUPPORT**

A member with dependents authorized:

1. BAH at the with-dependent rate based solely on child support payment; or
2. BAH-DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without-dependent rate.

#### **U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN**

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full-time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

#### **NOTES:**

1. *If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the with-dependent rate. This is the case when each member-parent has*

*physical custody of one or more children at the same time. See Ch 10 regarding BAH.*

*2. In a case in which the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).*

#### **U8014 CONUS COLA WHEN ORDERED ON A PCS**

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authorization at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authorization for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

#### **U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION**

##### **A. General**

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.
3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

##### **B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved**

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;
2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS authorization/order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;
4. In receipt of a PCS authorization/order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in

receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;
7. Assigned to a Professional Military Education or training course that is scheduled for a duration of not to exceed one year; or
8. Directed (with dependent) to reside in GOV'T quarters in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS location. *A personal election of either a member or primary dependent is not a consideration.*

D. Rates Applicable. *NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.* The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

#### **U8018 ACQUIRED DEPENDENT**

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent's location through the Secretarial Process, or
2. dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member's PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

<b>CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT</b>				
<b>Table U8-1</b>				
<b>R U L E</b>	<b>Member Assigned</b>	<b>Dependents Located</b>	<b>Dependent Located at or Near the PDS</b>	<b>Then</b>
1	OCONUS	In CONUS	No	Start CONUS COLA at the with-dependent rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the with-dependent rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the with-dependent rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

**U8020 THE GOVERNMENT DEFERS DEPENDENT TRAVEL**

A. General. When the GOV'T defers dependent's travel at the GOV'T's expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. When the GOV'T defers a dependent's travel at the GOV'T's expense to a member's new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent's location, that rate continues. Obtaining housing is the decision key for authorization of dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. The payment of CONUS COLA based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60-day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60-day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

<b>CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO AN OCONUS PDS</b>				
<b>Table U8-2</b>				
<b>R U L E</b>	<b>Expected Travel Delay</b>	<b>Dependent Relocated at GOV'T Expense</b>	<b>Dependent Arrives within 60 Days of Travel Authorization</b>	<b>Then</b>
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
2			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
5		Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.	
6		No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel Stop CONUS COLA as of day 61.	

2. Table U8-3

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO A CONUS PDS					
Table U8-3					
RULE	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authorization	COLA for Depn's Location Authorized/ Approved by Secretarial Process?	Then
1	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2			No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the U.S.		No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8		Yes	No	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA as of day 61 after travel is authorized to begin.
					Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.

**U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS**

A. General. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authorization in specific circumstances is as indicated in the following items. In instances of multiple dependent locations, CONUS COLA authorization is based on the primary dependent's residence location. When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authorization begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authorization at the rate prescribed for the new PDS begins on the day the member reports at that station.
4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

## B. Decision Logic Tables

<b>MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR</b>			
<b>Table U8-4</b>			
<b>R U L E</b>	<b>If member</b>	<b>And</b>	<b>Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel</b>
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at GOV'T expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authorization for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authorization for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

**U8024 EARLY RETURN OF DEPENDENTS**

A. Early Return at GOV'T Expense. When all of a member's dependents are returned from an OCONUS PDS at GOV'T expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table U8-5		
R U L E	Dependents Returned from OCONUS PDS	Then
1	Return Is at GOV'T Expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return Is <i>Not</i> at GOV'T Expense	No authority to pay CONUS COLA.

**U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED**

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.
2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;
2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;
4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed

HHG transportation. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in par. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member’s assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent’s location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent’s location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent’s location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER				
Table U8-6				
RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dependent’s Location Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent’s location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for member’s PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel. Start OCONUS COLA based on the dependent’s location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent’s location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
7		New OCONUS PDS	Yes/No	See Table U10E-9.

2. Table U8-7

CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER				
Table U8-7				
R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dependent's Location Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

**U8028 MEMBER IN A MISSING STATUS**

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

**U8030 MEMBER IN CONFINEMENT**

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

**U8032 MEMBER IN NON-PAY STATUS**

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status. See par. U10420. Payment is made directly to the dependent and not to the member, when the member's BAH is paid directly to dependent.

**U8034 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED**

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

**U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was

authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in the CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

### **U8038 RESERVE COMPONENT MEMBER**

A. General. A Reserve Component member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days. A Reserve Component member called/ ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of principal residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the principal residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

## C. Decision Logic Table

RESERVE COMPONENT MEMBER				
Table U8-8				
R U L E	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2		Yes	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
4		No	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6		No	Yes	Start CONUS COLA based on the principal residence at time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

**NOTES:**

**1. A DOD or USCG retired member ordered to active duty is authorized the same CONUS COLA as a Reserve Component member.**

**2. If the Reserve Component member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 140 days CONUS COLA based on the PDS would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the principal residence would stop the day before the modification/amendment and CONUS COLA for the PDS would begin on the modification date.**

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## SECTION 7: TLA SPECIAL

### U9195 TLA-SPECIAL

*TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the Director, PDTATAC.*

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA-Special include:

1. Natural or man-made disasters (including the disaster aftermath),
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

TLA's purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member's personal enrichment.

\*B. Requirements. *Commands must send requests before the fact (i.e., before the days on which the higher rate is needed)* and must include the event dates (the dates for which a TLA-Special is required), hotel prices before and anticipated during the event stated in U.S. currency from at least 5 to 7 different hotels located in the affected area, the number of authorized travelers and dependents' ages, locations affected, recommended lodging amount(s), and documentation indicating the forthcoming special event occurrence. (47 Comp. Gen. 129 (1967) & B-161396, 3 May 1976)

C. Submission Process. Three submission options are available to member's command to request TLA-Special authorization in advance of the requested dates.

1. Email: From the command by email to [tla.specials@perdiem.osd.mil](mailto:tla.specials@perdiem.osd.mil)
2. Fax: FAX: (703) 325-2945, DSN: (312) 221-2945
3. Mail: Per Diem, Travel and Transportation Allowance Committee

ATTN: T&T Branch  
Hoffman Building 1, Room 836,  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

D. Limitations. TLA-Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. *No action is taken on a TLA-Special request received after the dates for which the TLA-Special rate is needed.*

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. U9150, NOTE 1.

2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. U9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the Director, PDTATAC.

3. TLA-Special is terminated the day after the date a member voluntary refuses adequate GOV'T quarters for personal convenience or reasons (e.g., building or purchasing a home).

E. TLA Examples. The percentages (see par. U9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

***NOTE: Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.***

**TLA-SPECIAL EXAMPLE 1**

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is \$269 (\$186/ \$83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

<b>TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER</b>	
<b><i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.</i></b>	
1. Determine maximum rates (given percent x locality rate). M&IE (150% is the 'normal' summary percentage for the four people) Lodging (this is 150% + 75% + 75% + 75%)	150% x \$83 = \$124.50 375% x \$186 = \$697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, \$650.00 vs. \$697.50.	\$650.00
3. Add Step M&IE to selected Step 2 lodging amount, \$124.50 + \$650 = \$774.50. Pay \$774.50/day.	\$774.50/day x 5 days = \$3,872.50
<b>TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER</b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$83 = \$124.50 150% x \$186 = \$279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$300.00 vs. \$279.00.	\$279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$124.50 + \$279.00 = \$403.50. Pay \$403.50/day.	\$403.50/day x 15 days = \$6,052.50

**TLA-SPECIAL EXAMPLE 2**

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. Member uses 2 temporary commercial lodging rooms to accommodate the family size.

The commercial lodging rate is \$200/night (including taxes) for each room which does not contain facilities for preparing and consuming meals. The locality per diem rate is \$269 (\$186/ \$83) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

<b>TLA-SPECIAL COMPUTATION WHEN MULTIPLE ROOMS ARE USED</b>	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</i>	
1. Determine maximum rates (given percent x locality rate).	
M&IE	160% x \$83 = \$132.80
Lodging	375% x \$186 = \$622.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$400.00 vs. \$622.50.	\$400.00
3. Add Step M&IE to selected Step 2 lodging amount, \$132.80 + 400.00 = \$532.80. Pay \$532.80/day.	\$532.80/day x 5 days = \$2,664.00

**TLA-SPECIAL EXAMPLE 3**

A member married to member couple, each under a PCS authorization/order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is \$200/night (including taxes) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is \$100.00, half the room rate. The locality per diem rate is \$180 (\$125/ \$55) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

<b>TLA-SPECIAL COMPUTATION FOR A MEMBER MARRIED TO MEMBER COUPLE W/O DEPENDENTS SHARING TEMPORARY LODGING FACILITIES</b>		
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$100.00 because a member w/o dependent is limited to 65% of the lodging.</i>		
	MEMBER 1	MEMBER 2
1. Determine maximum rates (given percent x locality rate).		
M&IE	65% x \$55 = \$35.75	65% x \$55 = \$35.75
Lodging	65% x \$100 = \$65.00	65% x \$100 = \$65.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of \$65.00 vs. \$100.00.	\$65.00	\$65.00
3. Add the Step M&IE to the selected Step 2 lodging amount, \$35.75 + \$65.00 = \$100.75. Pay \$100.75/day.	\$100.75/day x 5 days = \$503.75	\$100.75/day x 5 days = \$503.75

**TLA-SPECIAL EXAMPLE 4**

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

The available temporary commercial lodging rate is \$225.00/night which does not contain facilities for preparing and consuming meals. The locality per diem rate is \$270 (\$195/ \$75) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

*PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.*

TLA-Special lodging per diem reimbursement is limited to \$146.25/night for five days based on 65% of the temporary ceiling lodging rate of \$225.00.

<b>TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT</b>	
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$177.00 because a member w/o dependent is limited to 65% of the lodging.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$75 = \$48.75 65% x \$225 = \$146.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$225.00 vs. \$146.25.	\$146.25
3. Add the Step M&IE to the selected Step 2 lodging amount, \$48.75 + \$146.25 = \$195.00. Pay \$195.00/day.	\$195/day x 5 days = \$975.00

**APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required description/documentation of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Miscellaneous Expenses Table. Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. Some miscellaneous expenses are authorized for reimbursement by this Appendix; other miscellaneous expenses require AO authorization/approval. Miscellaneous expenses include the following (listed in alphabetical order):

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p><b><u>ATM Use (Civilian Employee)</u></b></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM or personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and Volume 9, Ch 3 of the DOD Financial Management Regulations (DODFMR), available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><b><u>ATM Use (Uniformed Member)</u></b></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and Volume 9, Ch 3 of the "DOD Financial Management Regulations", available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><b><u>Baggage, Excess Accompanied (Transportation Cost)</u></b>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.</p>	X		X			

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
<p><b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> <li>1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied.</li> <li>2. <u>Baggage Transfer.</u> Not to exceed the customary local rates, and necessity for the transfer must be explained.</li> <li>3. <u>Baggage Storage (with explanation).</u></li> <li>4. <u>Baggage Checking.</u> Not to exceed the customary local rates.</li> <li>5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable.</li> <li>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</li> </ol> </li> </ol>	X	X	X	X	X	X
<p><b>Baggage Handling Tips</b></p> <ol style="list-style-type: none"> <li>1. <b>Uniformed Member</b> <ol style="list-style-type: none"> <li>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or Gov't) at a transportation terminal.</li> <li>b. <u>Lodging Establishment.</u> Reimbursement is authorized <u>only</u> for transportation-related tips for handling <u>Gov't property</u> at lodging establishments.</li> </ol> </li> <li>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the incidental expenses portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following: <ol style="list-style-type: none"> <li>a. A traveler with a disability/special need (see JTR, par. C7460-4),</li> <li>b. Handling of Gov't property,</li> <li>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at Gov't expense when unaccompanied by the sponsor, and</li> <li>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</li> </ol> </li> </ol>	X	X	X	X	X	X
<b>Birth Certificates.</b> The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
<b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/ debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
<b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<p><b>Check Cashing.</b></p> <ol style="list-style-type: none"> <li>1. <u>Reimbursable.</u> Fees for cashing U.S. Gov't checks/drafts issued for travel expense reimbursement in a foreign country.</li> <li>2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.</li> </ol>	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Check Costs.</b> The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Communication Services.</b> Gov't-owned/leased services should be used for official communications, but when Gov't services are not available commercial communications services may be used. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official Gov't business are reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C).	X	X	X	X	X	X
<b>Currency Conversion Fees</b>  1. <b>Reimbursable.</b> The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement.  2. <b>Not Reimbursable.</b> Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). <b>NOTE: A traveler is not liable for gains resulting from currency conversion.</b>  3. <b>Travel Claim Submission.</b> A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.  4. <b>Supplemental Vouchers.</b> A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Energy Surcharge Fees</b>	X	X	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable.</i>						
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>GTCC</b>  1. <b>Late Payment Delinquent Fees.</b> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Ch 3, found in USD@ memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.  2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Inoculations.</b> 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) when authorized/or approved.	X	X	X	X	X	X
<b>Insurance, Driving-Related.</b> Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
third parties when travel is authorized by Gov't conveyance/POC/rental car.						
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during <b>TDY or PCS</b> travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is <b>not</b> a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is <b>not</b> a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>*License/Permit, International Driver's</b>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. See <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for State Department information on driving abroad.  4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
<b>Lodging, Dual.</b> Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X			X	
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A).  1. <u>Reimbursable.</u> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.  2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable</i> . These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>  1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.  2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.  3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein.  4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of the TDY being completed as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X	X	X
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>  1. <b>Reimbursement Eligibility</b> a. <b>Uniformed Member.</b> Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. b. <b>Civilian Employee.</b> Reimbursement authority is for a traveler who is a U.S. citizen: (1) Hired locally or transported to a foreign OCONUS area at Gov't expense, (2) Serving under a service or renewal agreement, and (3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, or (4) Emergency Technical Support Personnel. See item 5 below.  2. <b>Acquired Dependent (Uniformed Member Only).</b> A member serving an unaccompanied OCONUS tour	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees.</u> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel.</u> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel.</u> These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the United States through land and seaport entry between the United States and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations.</u> A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at Gov't expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required.</u> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
<p><b>Personal Expenses.</b> <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.</p>						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<u>Pet Quarantine.</u> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<b>Phone Calls (Official)</b>  1. The AO:  a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),  b. Should limit communications to a dollar amount in advance of the TDY, and  c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998).  2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X	X	X
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.						
<b>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Gov't's interest, and a refund is unobtainable.	X	X	X	X	X	X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of Gov't funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
<b>Rental Car Administrative Fees.</b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO, and  b. When a CTO/TMC is not available.  2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X	X	X
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
<b>Tips for Handling Gov't Property.</b> Transportation-related tips for handling Gov't property at terminals and lodgings are authorized.		X		X	X	X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
<b>VISA and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

## PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

### A. City-Pair Program FAQs

#### 1. How does the program work?

- a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T traveler's responsibility is to use the contract carrier. The GOV'T's delivery of market share drives the program. So, to ensure the airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.
- b. **Second**, GSA works with other GOV'T 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.
- c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the GOV'T rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

#### 2. What are the city-pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one-way routes permitting agencies to plan multiple destinations.

#### 3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that a contractor often sits next to a Federal employee/uniformed member, works on the same projects as a Federal employee, and travels with a Federal employee. However, a contractor is not a Federal employee. 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 a contractor. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA advises that the purchase of contract city-pair airfare tickets on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

#### 4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.

- b. The return portion of a round trip is not used.
- c. The travel actually furnished is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, or the CTO/TMC, or the airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket) or no refund will take place. The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

### 5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flights of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

## B. City-Pair Program Policy FAQs

### 1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC), either the Individual Billed Account (IBA) card issued to the traveler or a centrally-billed account (CBA) used by an organization, or a GOV'T Transportation request (GTR)). The acceptance of GTRs is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the US in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

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

A Federal or uniformed traveler on official business is 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 and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows GOV'T a traveler to take advantage of any low commercial airfares offered by non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower airfare, you still must use the contract carrier, but at the lower airfare. A traveler that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Restrictions on discounted commercial airfares usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract carrier is restricted to a GOV'T or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous options are not available;***

d. Cost effective rail service is available and is consistent with mission requirements; or

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

**NOTES:**

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO/TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.***

***(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.***

***(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.***

**3. What makes the city-pair airfare 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.

**4. 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, a maximum ground time (90 minutes domestic and 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.) Service standards change year to year based on service availability.

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, 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.

### **5. Why isn't every award for non-stop service?**

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

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.
- c. The non-stop 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 a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

### **6. 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 does not add a new route or improved service levels for the GOV'T.

### **7. Can GSA 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 B.2, above, last exception listed).

## **C. City-Pair Air Travel Accommodation FAQs?**

### **1. Do I have to use the contract city-pair air carrier if authorized to use a premium-class airfare (business- or first-class)?**

Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for premium-class service when the contract carrier offers a premium contract airfare. Premium-class service accommodation must be authorized IAW the JFTR/JTR.

### **2. Can I upgrade to business-class seating to accommodate my disability at the GOV'T expense?**

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a disability or other special medical needs, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. Certifications validating the disability or other special medical need are effective up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

### **3. Can the air-carrier charged for premium seating and if so, is the charge reimbursable?**

Some airlines have instituted charges for seats they believe to be premium, i.e., front of the cabin, larger seats, etc.

The choice to pay extra for 'premium' seats is personal to the traveler and is not a GOV'T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangement are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

#### 4. What happens to my changed airline ticket reservation?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City-Pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. So when the traveler checks in, that traveler's record will not show the most recent changes which may affect the ability to board that flight.

#### D. City-Pair Airline Airfare FAQs

##### 1. How do I know if there is a contract city-pair airfare?

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website, <http://apps.fas.gsa.gov/citypairs/search/>

##### 2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

##### 3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

- a. YCA = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. ***NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a \_CA airfare is available at a lesser price.***
- b. \_CA = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and \_CA is that there are a limited number of seats on the less-costly \_CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and \_CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a \_CA airfare and make changes, if necessary.

##### 4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (\_CA)?

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair

airfares).

**5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from taxes?**

The Federal GOV'T is often exempted from state and local taxes. However, the airline passenger excise tax is a Federal tax and the Federal GOV'T is subject to it.

**6. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?**

While the base airfare and taxes are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

**7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?**

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and taxes.

b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

E. City-Pair Travel Allowance FAQs

**1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?**

A traveler can use the airport that best suits the needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports) and may consider potential lost work time.* Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?**

The use of contract city-pair airfares (or other airfares limited to official GOV'T business) is limited to official travel only. If personal travel is being taken in conjunction with official GOV'T travel, the contract city-pair airfares (or other airfares limited to official GOV'T business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official GOV'T travel cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY authorization/order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

- a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is \$251.00 and round-trip is \$502.00.
- b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is **official travel**. See JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

**NOTE:** CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

**3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?**

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

- \*a. Civilian Employee: RAT (JTR, APP P, Part 2 and Ch 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
- b. Uniformed Member: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact. See the GSA website at <http://fss.gsa.gov/citypairs> or contact following POCs at, <http://fss.gsa.gov/citypairs/forums> below for more information on GSA's Airline City-Pair Program. **Only those without Internet access should call.**

Mr. Jerry Bristow Program Manager, Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov	Mr. Jerry Ellis Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov	Mr Vincent Aquilino Program Analyst City-Pair Program (703) 605-2271 Vincent.aquilino@gsa.gov
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## PART I: CONFERENCE PLANNING POLICY (FTR §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. (FTR §301-74) The public interest requires that the Uniformed Services and DOD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DOD Agency representatives attend conferences sponsored by others, the Service/DOD Agency 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 Service members and DOD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of GOV'T 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 GOV'T or commercial training facility.***

2. Conference costs: All costs paid by the GOV'T for a conference, whether paid directly or reimbursed by a Uniformed Service or DOD Agency. See par. F. Examples include:

- 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 (with or without furnished meals other than refreshment/snacks),
- 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 the established geographical lodging portion of the per diem rate (rounded up to the next higher dollar). The per diem M&IE remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference, the Uniformed Service or DOD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the GOV'T's greatest advantage, 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 GOV'T 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 GOV'T-owned or GOV'T provided facilities as much as possible,
  6. Identify ways to save costs in selecting a particular conference site (e.g., lower off-season rates), and
  7. Develop and establish internal policies that ensure these standards are met.

***NOTE: Individuals must have the requisite contracting authority to obligate the GOV'T ICW conference arrangements.***

\*F. **Cost Considerations.** When planning a conference, the Uniformed Service or DOD Agency should consider all Gov't-paid direct and indirect conference costs. 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 exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. For DOD policy regarding the use of appropriated funds to purchase food; see DOD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DOD policy should be referred to OSD General Counsel (Fiscal).

6. Printing,
7. Registration fees,
8. Ground transportation, and
9. Attendees' travel and time cost.

G. **Cost Comparisons.** When planning a conference, Uniformed Services and DOD Agencies must do cost comparisons to ensure the GOV'T's greatest benefit. Cost comparisons include:

1. Determination of lodging adequacy 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 (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) The Uniformed Service or DOD Agency concerned 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. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide 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. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

[http://www.gsa.gov/attachments/GSA\\_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf](http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf).

***NOTE: This website is case sensitive.***

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a Uniformed Service or DOD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.
3. FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. where applicable. The official designated by the Secretarial Process for authorizing the sponsoring and/or funding of a conference can make 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. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DOD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part 1, item I3, and
2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DOD Agency provides Federal funds.

K. Selection of Attendees. Uniformed Services and DOD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. Limit the Uniformed Service's or DOD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. Provide for travel expense consideration 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 (e.g., locality lodging rate \$100; maximum conference lodging rate can be \$125), and
3. May not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. GOV'T Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).
2. Non-GOV'T Sponsored Conference. The AO may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate (FTR, §301-74.9).

***NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Ch, 4, Part C, or JTR, Ch 4, Part M for actual expense authorization reimbursement procedures.***

O. Conference M&IE Rate

1. Light Refreshments. When the GOV'T furnishes light refreshments at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When the GOV'T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DOD civilian employees for each day meals are furnished. See APP R, Part II, item I for PMR computation examples.

P. Guidance for Conference Planning. Refer to FTR, Chapter 301, Appendix E for conference planning guidance procedures, which is necessary to plan a successful conference. Website address is:  
***<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-14863>***.